SUPERVISOR OF TRANSPORTATION

JOB DESCRIPTION

JOB INFORMATION

TITLE:	Supervisor of Transportation		
EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES:	605
SHIFT:	7.75 hours per day, M-F for 200 days 7.75 hours per day, M-Th in the summer for 32 days		
TERM OF EMPLOYMENT:	Full Time, 12 Month Position		
HOLIDAYS:	As Per School Calendar		
LOCATION(S):	District Administration Office		
RATE OF COMPENSATION:	Per the Classified Compensation Plan		
FSLA:	Exempt: Non-Exempt		
Last Edited On:	10/11/2023	Board Approval Date:	11/13/2023

ORGANIZATION

DEPARTMENT: Transportation

REPORTS TO: Business Manager

JOB SUMMARY AND QUALIFICATIONS

SUMMARY

This classified staff position is responsible for operating a safe and efficient District transportation system and serves as the coordinator the District's transportation operations and the transportation contractor.

QUALIFICATIONS

The Supervisor of Transportation shall:

a. Possess a high school diploma;
b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
c. Possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Transportation
b. Miscellaneous

TRANSPORTATION RESPONSIBILITIES

a. In collaboration with the Administration, develop efficient attendance areas and bus routes to: 1) minimize student time on the bus, 2) maximize reimbursement while containing costs and 3) maintain a safe system that operates within PDE and PennDOT guidance;
b. Receive, coordinate and schedule transportation for regular, special & athletic trips with the contractors in an efficient manner while keeping parents informed;
c. Understand and use the PDE reimbursement formula; review contractor invoices and approve payments to same;
d. Work with PIMS Coordinator, principals and the bus contractor to integrate new students, make necessary route changes then issue bus assignment to student/parents;
e. Prepare invoices via the financial management software for self-supporting field trips and record monetary amounts;
f. Enter/update student information, assign bus stops, create route description and discipline reports in the software and provide access to the contractor(s);
g. Cross check to ensure the student database in the software mirrors the Student Information System
h. Ensure that each non-public, consortium and special education student is identified in the software for reporting and billing purposes;
i. Review bus vendor invoices and assign appropriate account code for payment;
j. Remain on call by cell phone from 5:00 am to 5:00 pm during student transport hours;
k. Visit school bus stops as concerns arise and the situation warrants; and
l. Work with families and school administration to resolve any issues related to the transportation of students. Collaborate with the Assistant Superintendent regarding any issues that cannot be resolved at your level.

MISCELLANEOUS RESPONSIBILITIES

The Supervisor of Transportation shall:

a. Perform other duties as directed by the District Administration; and
b. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers.
b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHSYICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing
f. Moderate moving from 15 to 50 pounds.
g. Some carrying – up to 50 pounds.
h. Manual dexterity to use office equipment.
i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to deal effectively with people.
c. Must be able to work as a member of a team.
d. Must be able to cooperative, congenial and service-oriented.
e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to complete tasks with minimal supervision.
c. Ability to read, write and do complex computations.
d. Ability to use correct grammar, sentence structure and spelling.
e. Ability to organize setting to efficiently accomplish tasks.
f. Ability to work independently and make work-related decisions.
g. Ability to exercise good judgment in prioritizing tasks.
h. Ability to communicate effectively.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.