BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Transportation Supervisor

Purpose Statement
The Transportation Supervisor directs transportation programs and services, providing essential information and serving as a resource to the district. This role involves planning, evaluating, developing, implementing, and maintaining transportation services in compliance with established guidelines.

Supervisory Relationship
Reports to: Facilities and Transportation Director

Essential Functions
- **Assess Incidents and Accidents:** Evaluate incidents, complaints, and accidents to reach or recommend resolutions.
- **Collaborate with Stakeholders:** Work with principals and transportation service providers to maintain effective transportation services and programs.
- **Data Compilation and Analysis:** Gather and analyze data from various sources to ensure compliance with policies and procedures and monitor program components.
- **Conduct Accident Investigations:** Review events, prepare, and submit accident reports to comply with legal and insurance requirements.
- **Coordinate Transportation Activities:** Ensure district transportation needs are met by coordinating activities with school officials, department heads, and other groups.
- **Facilitate Meetings and Staff Development:** Lead meetings and training sessions for bus drivers and bus monitors to identify issues, develop recommendations, and support staff.
- **Monitor Budget and Expenditures:** Oversee budget allocations, expenditures, and financial activities to ensure accuracy and adherence to budget limits.
- **Prepare Reports and Materials:** Create and manage documents such as maps, budgets, route reports, and state reporting to meet compliance requirements and support audit processes.
- **Research Transportation Topics:** Investigate new bus routes, schedules, equipment, and policies to develop and improve transportation services.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Proficient in operating standard office equipment and software applications.
- Capable of planning and managing projects, budgeting, and financial management
- Effective in developing working relationships and facilitating group discussions.
- Highly organized with strong attention to detail, able to manage multiple tasks and priorities efficiently.

Knowledge
- Understanding of state and federal school transportation guidelines.
- Familiarity with personnel processes, education codes, budget management, and accounting.
- Ability to read technical information, compose various documents, and solve practical problems.

Abilities
- Schedule numerous activities, meetings, and events.

- Gather, collate, and classify data, considering various factors when using equipment.
- Work flexibly with diverse individuals and groups.
- Independently analyze data and operate equipment using standardized methods.
- Communicate effectively with parents, school personnel, and staff.
- Meet deadlines and handle frequent interruptions and changing priorities.
- Adapt to working some odd hours as needed to meet the demands of the job.
- Maintain confidentiality and work as part of a team.

Responsibility
Work under limited supervision using standardized methods. Manage a department and monitor budget expenditures. Impact the organization's services continually through resource utilization and decision-making.

Work Environment
Some lifting, carrying, pushing, pulling, climbing, and balancing. Significant fine finger dexterity.
The job generally involves 60% sitting, 20% walking, and 20% standing. Some exposure to temperature extremes, risk of injury, and illness.

Experience
Job-related experience with increasing levels of responsibility is required

Education
Targeted education with study in a job-related area

Certificates and Licenses
Valid Driver's License and evidence of insurability

Clearances
Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status
Exempt

Salary Grade
PH

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.