

Becker Public Schools, ISD #726
POSITION DESCRIPTION

Position Title: Transportation Supervisor

Department/Location: Transportation/Bus Garage

Reports To: Director of Business Services

Date: March 2015

Reviewed: Director of Business Services

Approval: Superintendent

I. Position Purpose Summary: Responsible for the student transportation system, supervising bus drivers, mechanics, and other transportation department personnel. This includes scheduling routes and other trips, fleet and equipment maintenance, budgeting, and general operations of the school transportation system. The transportation director will work with the district office, building principals, and other school employees to ensure a well maintained, safe, and secure transportation environment for students and staff.

II. Major/Essential Functions/Responsibilities

Oversight of Transportation Program

- Directs and supervises personnel in department, including recommendations for selection, evaluation, assignments, work procedures, training, and discipline or discharge. Recruit and train new staff members.
- Provides regular training for bus drivers to maximize safety, customer service, procedures, rules, policies, local laws, and other appropriate inservice.
- Directs the maintenance including preventative maintenance for all school vehicles.
- Develops and maintains schedules for student bus routes to coordinate with the start and dismissal times for each school.
- Develops and maintains schedules for special education and early childhood bus routes to coordinate with student needs in conjunction with the building principals.
- Determines number of busses needed and number of students per bus.
- Evaluates, assesses, and develops methods for improving safety.
- Ensures operational efficiency of the department.
- Verifies and approves time sheets for personnel, including hours worked, rates of payment, vacation and leave information in cooperation with administration.
- Identify customer expectations. Establish and operate a continuous improvement system.
- Maintain effective and proactive communications with the public, employees, and parents.
- Participate on a variety of committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of student transportation and vehicle/equipment maintenance.
- Answers questions, resolves complaints and distributes bus information to the public.
- Prepares and ensures compliance with the annual budget for department.

	<p>Maintains a vehicle replacement plan in coordination with the Director of Business Services. Submits budget recommendations for approval.</p> <ul style="list-style-type: none"> • Collects data for reports requested by school district or state agencies. Maintains records as necessary. • Develops equipment specifications needed for capital equipment and supplies/tools for department. • Makes arrangements for special trips and activities, by determining number of drivers needed for the event and the number of busses needed. • Advise the district on matters involving student transportation by interpreting laws and rules. • Oversees and inspects vehicles as required. • Oversees and inspects, cleaning, repairs, and maintenance of school equipment and vehicles. • Assists mechanic(s) as necessary. • Transports students as necessary. • Other duties as assigned.
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III. Education, Training and Experience:

High school diploma or GED required. School Bus Driver Certification required. Associate’s Degree in a related field and prior experience in pupil transportation or fleet maintenance preferred.
 Good communication, human relations, and conflict resolution skills required.

IV. Knowledge, Skills and Abilities Required:

Knowledge of:

Principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation.

Practices and problems in operating a school transportation system and the methods, tools and equipment employed in the repair of school buses.

Knowledge of the Minnesota Laws pertaining to school vehicles transporting students, and bus drivers. Must know pertinent Federal, State, and local laws, codes and regulations.

Engine repairs, maintenance and inspections variety of vehicles and systems.

Purchasing, recordkeeping and budgeting

Vehicle maintenance and repair.

Evaluation and supervision of employees

Ability To:

Plan, organize, direct and coordinate the work of technical personnel;

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership for the Transportation Department.

Identify and respond to community, staff, parent, and employee, concerns and needs.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing, coordinate schedules and assignments, and evaluate the routing and scheduling of school buses.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate with other administrators, district personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. Provide technical expertise, information and assistance to the district regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs.

Language: Ability to speak and write English clearly. Must have the ability to understand and carry out written and oral instructions. Must be able to interpret technical instructions, owner's manuals, safety regulations, etc.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Human Relations: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Information Technology: Requires proficiency in the use of office equipment, computers and district software. Programs used include district transportation and student information system software, e-mail, internet browser operations, search engines, and the general use of office productivity software (i.e. word processing and general spreadsheet programs, etc.). Requires general knowledge and use of equipment such as fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators or other office equipment.

Physical Requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, must frequently lift and/or move up to 25 pounds and occasionally lift up to 100 pounds. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, twist, or bend. Must have the ability of close vision, distant visions, peripheral vision, depth perception and the ability to adjust focus. Must have the ability to work in extreme heat/cold for long periods of time. Must have the ability to be exposed to fumes, toxic, or caustic chemicals and withstand moderate noise.

Comments: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition to regular attendance, the requirements listed above are representative of the characteristics necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.