

Policy GFBE: Job Description: Transportation Supervisor

Status: DRAFT

Original Adopted Date: 05/01/2006 | **Last Revised Date:** 05/12/2025 | **Last Reviewed Date:** 05/12/2025

Job Description: Transportation Supervisor

QUALIFICATIONS:

The Transportation Supervisor shall be a licensed employee of the Jackson County School District with experience in/knowledge of transportation operations.

REPORTS TO:

Assistant Superintendent of Support

JOB GOAL:

Coordinate and supervise all aspects of the transportation operation at the Attendance Center.

DUTIES AND RESPONSIBILITIES:

1. Supervisors shall supervise the loading and unloading procedures of all buses at each attendance center, respectively.
2. Supervisors shall be responsible for monitoring all school bus transportation of students.
3. Supervisors shall complete all reports (school bus maintenance monthly report, principal's monthly and annual bus reports, master transportation route map, etc.)
4. Supervisors should recommend for hire all bus drivers and mechanics to the Assistant Superintendent of Support.
5. Ability to lift/carry 30-40 pounds.
6. Ability to push/pull 50-70 pounds for wheelchair and/or equipment.

TERMS OF EMPLOYMENT:

Transportation supervisors will work a 207-day calendar. Each Supervisor's supplement will be the amount of the salary of the bus driver at the top level of a single regular route as listed in Policy GGBG. Supervisors shall not be assigned to drive a regularly scheduled route.

EVALUATION:

Job performance will be evaluated periodically by the Assistant Superintendent of Support in accordance with school board policies on personnel appraisal.
