

TITLE

Supervisor of Transportation

QUALIFICATIONS

- Sufficient experience as an automobile mechanic to be considered a master mechanic;
- At least three (3) years' experience in administration;
- Not less than a high school degree or general equivalency diploma; and
- Meets the health and physical requirements.

JOB GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the curricular and extracurricular activities offered by the schools.

ESSENTIAL FUNCTIONS

- Designs and supervises the transportation system of the entire school system;
- Assumes responsibility for recruiting, training, and evaluating all drivers, substitute drivers, and mechanics;
- Assumes responsibility for determining routes, stops, and time schedules for routes in cooperation with school principals;
- Stays knowledgeable of all state and local policies and regulations concerning the school bus transportation program;
- Recommends to the director transportation personnel to be employed by the Board;
- Plans in-service training programs for transportation personnel;
- Supervises the maintenance of school buses;
- Assists in budget preparation;
- Authorizes purchases;
- Works with board members in handling community requests for bus service;
- Assumes responsibility for communicating with the highway department of the local governmental body when necessary; and
- Assumes responsibility for the implementation of safety practices and procedures.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 15 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling
- Reaching
- Talking

- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Spatial:* Ability to comprehend forms in space and understand relationships of plane and solid objects.
- *Form Perception:* To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- *Color Discrimination:* Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
- *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts, and tables.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Supervisor of Transportation