

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **TRANSPORTATION SUPERVISOR**

SUPERVISOR: Superintendent / Business Manager

PAYMENT RATE: Annual salary to be determined by the Board of Education

CLASSIFICATION: Exempt

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Valid Kansas CDL and school bus driver's license.
3. Basic knowledge of bus/auto mechanics.
4. Must pass and is subject to drug tests as required by federal and state law and the Board's policies regarding drug testing.
5. Must have communication skills (reading, writing, speaking, telephone and interpersonal).
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).
7. Familiarity with safety standards, law codes, rules, regulations, policies, and procedures related to pupil transportation.
8. Previous experience with school transportation.

ESSENTIAL FUNCTIONS:

1. Monitor changes in routes and schedules, including schedules for special needs buses, to ensure efficient and safe delivery of services.
2. Supervise transportation department personnel to provide clear work expectations among the drivers and support staff.
3. Develop preventive maintenance programs and compliance with all safety requirements to ensure a safe work environment.
4. Mediate parent/student and teacher complaints relative to transportation issues to ensure fair and timely conclusions.
5. Coordinate student transportation activities with school officials, department heads, law enforcement agencies, and other interested groups and/or individuals to provide safe and quality student experiences.
6. Participate in parent/student conferences in an effort to resolve or prevent misconduct and unsafe conditions that involve the transportation system.
7. Work cooperatively with principals in matters related to school discipline and transportation in order to maintain safe buses where students and drivers demonstrate mutual respect.
8. Assist in the development of the transportation department budget requirements, and administer the expenditure of funds as allocated to ensure efficient use of district funds.
9. Maintain cost accounting records and data in order to make data driven decisions for transportation changes.
10. Recruit and recommend the employment of transportation personnel to ensure excellent drivers and support staff.
11. Calculate transportation billings and vehicle maintenance transfers to ensure the continuous smooth operation of the Transportation Dept.
12. Maintain vehicle inventory for the purpose of maintaining accountability of the district's assets.
13. Manage vehicle insurance claims to provide the proper information to insurance companies.
14. Conduct a continuing driver training and traffic safety program to decrease accidents or other incidents.
15. Conduct accident investigations and prepare accident reports for the appropriate law enforcement and insurance agencies in order to comply with law and/or regulations.

16. Establish and maintain an effective public relations program designed to promote understanding and support for the district's transportation program.
17. Prepare the emergency school closure program and assist in its implementation to ensure an orderly response to an emergency.
18. Evaluate transportation department employees to encourage growth and accountability.
19. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
20. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical dexterity, coordination, mobility and visual acuity to safely operate a school bus and to perform the essential functions of the position.
2. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013