

Chequamegon School District August 2009

Job Description – Transportation Supervisor

Job Title: Transportation Supervisor
Department: Chequamegon School District
Reports to: Superintendent
Workers Supervised: Bus Drivers and Mechanic
Position Summary: Under general direction, supervises, administers, plans, develops and implements the school district bus transportation system, and needs. Oversees maintenance, acquisition, and disposal of bus fleet vehicles.

Qualifications

Education: These occupations usually require an associate degree or relevant experience and five (5) years of bus driving experience.

Certifications: Must maintain a valid commercial driver's license with air brake, passenger, and school bus endorsement. Have a valid Federal Medical card with a tuberculosis test. Pre-employment drug testing is required and employees will be subject to unannounced alcohol and drug testing as a condition for continued employment. Requires ability to obtain certification for controlled substance abuse and alcohol misuse in the workplace. Must be familiar with office software products, school bus management system, and school and student administration software.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

1. Supervises the work of route drivers, spare drivers, and mechanic.
2. Receives transportation request from school principals and athletic director, supervises the scheduling of driver assignments, and dispatches drivers and vehicles.
3. Updates mileage, usage, transportation, vehicle, and other related reports and records.
4. Analyzes school needs and makes recommendations for developing, implementing, improving, and expanding transportation services, programs and policies.
5. Performs short and long-range transportation system planning.
6. Investigates and resolves public complaints.
7. Operates and oversees a computerized route-scheduling system.
8. Coordinates specification development and purchasing process for new equipment.
9. Enforces city and state policies, rules and regulations pertaining to the transportation program.
10. Supervises the random drug and alcohol program.

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11. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless service.
 12. Discusses school closings with superintendent in times of inclement weather.
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Essential Requirements

Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Dependability – Job requires being reliable, responsible, dependable, and fulfilling obligations.

Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.

Integrity – Job requires being honest and ethical.

Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Initiative – Job requires a willingness to take on responsibilities and challenges.

Independence – Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Social Orientation – Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures and strategies to protect students, equipment, materials and facilities.

Knowledge

Transportation – Knowledge of principles and methods for moving people, including the relative costs and benefits.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Competencies

Getting information – Observing, receiving and otherwise obtaining information from all relevant sources.

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Identifying Objects, Actions and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Inspecting Equipment, Structures, or Material – Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Performing for or Working Directly with the Public – Performing for people or dealing directly with the public.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solutions and solve problems.

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person.

Communicating with Persons Outside Organization – Communicating with people outside the school, representing the school district to customers, the public, government, and other external sources.

Updating and Using Relevant Knowledge – Keeping up-to-date technically and applying new knowledge to your job.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date