

SUPERVISOR OF TRANSPORTATION SERVICES

AD34

QUALIFICATIONS:

High school diploma or equivalent

Certification of good health

Five years experience which include heavy truck fleet preventive maintenance and repair, supervisory and leadership responsibility.

Must be able to successfully solve problems and deal with the general public and administrative staff.

Certification or equivalent skills for school bus driver training.

Such alternatives to the above as the administration may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Schools, Business Services

SUPERVISES: Bus Drivers, Mechanic/Bus Driver and Mechanic Helper

RESPONSIBILITIES:

- Implementing transportation services to student and staff as provided by district policy, for regular routes and activity trips. This includes routing buses, scheduling drivers and communicating to parents/guardians.
- Develop specifications for and recommending the purchase of transportation department vehicles, equipment and buildings; develop replacement schedule for all vehicles.
- Supervise the maintenance program for all district transportation equipment.
- Maintain records of inspections, maintenance and repairs of vehicles and equipment.
- Recommend for employment, train, supervise and evaluate all transportation department personnel. Also keep records of all such training and evaluating performance of employees as required by policy.
- Maintain knowledge of and enforce all pertinent transportation safety rules, laws, and requirements at local, state and federal levels. This includes attending workshops, clinics and conferences.
- Budget planning and control, including payroll and vendor documentation.
- To work with students, parents and principals regarding discipline or other safety related transportation problems.

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- To act as a liaison to the Assistant Superintendent of Business Services and Board of Education regarding any transportation matters or problems.

TERMS OF EMPLOYMENT:

Twelve-month contract. Salary to be established by the Board of Education. Shall receive benefits of sick leave, retirement, and the usual policies which apply to classified personnel. Vacation time established by Board policies.

EVALUATION:

Performance will be evaluated one or more times each year by the Assistant Superintendent of Business Services and per board policy.

Adopted: January 1986
Revised: May 2006
December 2007