



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Transportation Supervisor	Location:	Transportation
Reports To:	Director of Business Services	Supervises:	Department Personnel
Classification:	Support	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhusd.org website

Education and Experience Requirements

Bachelor's degree or appropriate education and experience. Minimum of Five years' experience in pupil transportation or fleet management preferable.

Certificates and Licensure Requirements

Certified school bus driver, trainer, and commercial driver's license (third party) tester
IVP fingerprint clearance card through AZ Department of Public Safety

Summary

To manage the transportation department. Preparation and presentation of classroom curriculum for school bus driver (SDC and Activity) training. Behind-the-wheel driving demonstration, training and evaluations. District-wide scheduling of all transportation routes and activities. Dispatching and assistance in driving/monitoring of SDC and activity routes

Qualifications

- Leadership; Proven record of being service oriented and possessing outstanding interpersonal skills
- Effective communication skills to ensure the smooth operation of the district transportation department.
- Must possess thorough knowledge of all aspects of pupil transportation including local, state, and federal policies and laws relative to pupil transportation, children with disabilities, and students' and parents' rights
- Must possess computer literacy in data base and word processing
- Mechanical working knowledge
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

- Provide the students of the district with a safe and efficient transportation system.
- Plan and implement registration and routing for student transportation.
- Coordinates the development and administration of the transportation budget.
- Plan for and maintain district's transportation fleet.
- Plan, coordinate and implement training to comply with all laws, regulations, and rules of the federal and state government to include but not limited to: CDL Certifications; CPR/First Aid certifications; behind the wheel driving demonstrations, training and evaluations; classroom training for the transportation employees; road and pre-trip inspection test; school bus emergency evacuation procedures
- Safety
- Oversee the annual state certification of school buses.
- Serves as liaison for the resolution of conflict between parents, teachers and principals.
- Resolve student conduct and discipline issues on buses and at bus stops
- Manages and assigns district vehicles for trips including professional development trips, activity trips, field trips and intercession.
- Develops specifications for purchasing of buses, cars, trucks and other equipment
- Maintains a parts inventory needed for district vehicles and equipment
- Coordinates with the Director of Special Services for the transportation of all disabled students and proper equipment to do so.
- Liaison with Parks and Recreation to meet their transportation needs.
- Maintain transportation records as required by the State of Arizona for funding including daily mileage, pupil counts, misconduct reports, driver's records, insurance and accident reports.
- Responsible for the safe functioning of the school buses and all other district owned vehicles
- Perform other duties as assigned.



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PERSONNEL

- Prepare, review and revise job descriptions in the transportation department.
- Plan, implement and support district programs for recruitment, selection, orientation and assignment of transportation employees.
- Develop training options and/or improvement plans to ensure the best operation of the transportation department.
- Manage employees concerns and grievances expeditiously.
- Evaluate the employee's job performance to ensure effectiveness.
- Make sound recommendations and utilize assistance from the human resource department relative to personnel placement, transfer, retention and dismissal.

PROFESSIONAL GROWTH

- Pursue professional growth to provide focused decisive leadership which results in moving toward the accomplishments of district/department goals.
- Ensure that code of ethics is a priority in professional and personal conduct.
- Be involved on federal, state and local committees as it relates to district business in area of responsibility.

Physical Demands and Work Environment

- Physical Effort
- Bend, stoops, lifts, climbs
- Climbs to various heights and works in confined spaces.
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Operates large and small power driven machinery such as vacuums, sweeper, buffer and other similar equipment.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.