

**TITLE****Supervisor – Maintenance, Transportation and Safety****QUALIFICATIONS**

1. Experience in field of transportation;
2. Meets health and physical requirements; and
3. Not less than a high school degree or general equivalency diploma.

**JOB GOALS**

**To maintain the facilities of the school system in an efficient and effective manner**

**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***Transportation:*

1. Determine, design, implement, and supervise a pupil transportation system which meets the needs of the entire school system in the safest, most efficient and most economical manner possible;
2. Assume responsibility for recruiting, training, and evaluating of all drivers, substitute drivers, as well as bus assistants, when needed;
3. Determine the most appropriate routing and scheduling of school buses, make changes where and when needed. Monitor closely when students riding school buses are getting to school as well as when students are being picked up from the schools;
4. Conduct an annual evaluation of all bus routes as well as routinely verifies all bus routes and the mileage thereof;
5. Monitor, evaluate and make changes, where needed, in regard to specific pick-up and drop-off locations for students;
6. Stay knowledgeable of all local policies and procedures and state regulations concerning the school bus transportation program;
7. Recruit, instruct, and recommend for employment (full- or part-time for the system or contract owner, or to be placed on an available substitute list to be used as needed by bus contractors), drivers who have met all licensing requirements as well as met local and state requirements associated with the transporting of students;
8. Plan, arrange and/or conduct in-service staff development activities for transportation personnel;
9. Supervise the maintenance of school buses which meet all approved standards, and arranges to be present or readily available for all bus inspections;
10. Maintain proper license to serve as a substitute driver in any system-owned bus (not for a contract-bus owner) in an emergency situation;
11. Work with principals and others in regard to handling special requests for bus service;
12. Communicate appropriately with the local highway department when necessary;
13. Comply with all state and federal rules and regulations in regard to transportation of students. Assume responsibility for the implementation of safety practices and procedures;
14. Prepare and submit all required local, state, and federal reports in a timely fashion;
15. Assist in the random drug-testing of drivers, as needed;
16. Maintain proper personnel files of transportation employees and other files in regard to the transportation department;

17. Investigate all school bus accidents; complies, and assists bus driver and/or contractor, to promptly compile with all rules and regulations associated with a school bus accident; and
18. Perform other related duties as deemed necessary by the Director of Schools.

*Safety:*

1. Design, implement, and maintain an effective, up-to-date Crisis Management Plan for the school system;
2. Oversee the Disaster Plans of each school, make sure that the plans are kept up-to-date;
3. Monitor and visit the Alternative School (minimum of once a week), keep appropriate records as needed, and make appropriate recommendations based on the monitoring;
4. Monitor (together with the Maintenance Supervisor and other official) every school, at least three times annually, in regard to maintenance and observable safety concerns. Maintain appropriate documentation, share information of this monitoring as needed; and
5. Perform other duties as deemed necessary by the Director of Schools.

### **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

### **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. 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 adequately perform a task or job duty.

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

## **WORK CONDITIONS**

Normal working environment. Working hours will be 6:30 a.m. to 12:30 p.m. and 2:45 p.m. to 4:45 p.m. Hours may be adjusted as needs dictate. This supervisor is expected to work the fiscal year (from July 1 to the following June 30).

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:01 a.m. and continues through the following Saturday at 12:00 p.m.).

## **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.