

## **Job Title: Transportation Supervisor**

### **POSITION SUMMARY:**

This position is responsible for planning, directing, coordinating, and maintaining economical and efficient transportation services for Rhea County Schools.

### **ESSENTIAL FUNCTIONS:**

- Supervise the complete operation of the transportation system
- Design and supervise the transportation system of the entire school system
- Maintain all safety programs and transportation records for Rhea County Schools
- Maintain all inventories for the Transportation Department and new purchases for Rhea County Schools
- Develop manpower and transportation plans
- Review applications and make recommendations for transportation positions
- Assume responsibility for training all drivers, substitute drivers and mechanics employed by the school system
- Assume the responsibility for recommending routes, stops, and time schedules for bus drivers
- Supervise the maintenance of school buses and transportation equipment
- Maintain time records of all transportation employees
- Ensure all drivers perform and document all safety inspections
- Requisition tools, equipment, and supplies
- Assist in budget preparation and authorize purchases
- Assume responsibility for implementation of safety practices and procedures within the department
- Communicate well with school personnel, parents, and community
- Resolve controversial issues with the public in a diplomatic manner
- Plan necessary in-service training programs for transportation personnel
- Remain knowledgeable of all state and local policies concerning the school bus transportation program
- Evaluate patron requests for bus service and determine if it meets Board Policy
- Be responsible for communicating with the County Highway Department when necessary
- Perform other duties as assigned by the Director of Rhea County Schools

### **QUALIFICATIONS:**

- Thorough understanding of state and federal guidelines as they relate to rules and regulations associated with pupil transportation
- Ability to maintain required records, prepare and submit reports
- Necessary health and physical qualifications
- Strong organizational skills, extremely detailed and accurate

- Strong negotiation skills
- Creative problem solver
- Strong computer and interpersonal skills
- Strong verbal/written communication skills
- Be able to work under pressure with tight deadlines and be available after normal business hours to get the job done

**WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding 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 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

\*\*\*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.