

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****SUPERVISOR OF TRANSPORTATION****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited institution with a minimum of three (3) years of public school transportation or public mass transportation experience; or,
- (2) Bachelor's Degree with at least five (5) years of public mass transportation experience.
- (3) Demonstrated ability to successfully supervise personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state law as it pertains to school transportation, traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and schedule a District-wide bus routing program. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finances and departmental budgets. Knowledge of safety standards for vehicles and transportation and inspection requirements. Ability to utilize technology to enhance management of the department. Ability to plan, manage and supervise personnel.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the District.

SUPERVISES:

Supervisor / Coordinator, Vehicle Services
 Bus Drivers
 Bus Attendants
 Secretary II

Routing Specialist
 Parts Manager
 Transportation Training Coordinator

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

SUPERVISOR OF TRANSPORTATION (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Provide support to schools for pupil transportation services.
- * (2) Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility.
- * (3) Oversee and provide budgetary control for the area of responsibility
- * (4) Oversee the District's pupil transportation system and develop plans for improvement of services.
- * (5) Prepare all required reports and maintain all appropriate records.
- * (6) Assist in the preparation of the budget for the department.
- * (7) Purchase, maintain and repair all school buses and other vehicles owned by the District.
- * (8) Consider and recommend special services, bus routes and route extensions.
- * (9) Investigate requests and complaints relating to transportation and respond or make recommendations as appropriate.
- * (10) Respond appropriately to all emergency situations.

Interagency Communication and Delivery

- * (11) Communicate, through proper channels, to keep the Deputy Superintendent informed of impending problems or events of unusual nature.
- * (12) Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.
- * (13) Collaborate with other departments and divisions.
- * (14) Use effective communication strategies to interact with a variety of audiences.
- * (15) Set high standards and expectations for self and others.

Professional Growth and Improvement

- * (16) Participate in District management meetings and other activities to enhance professional growth.
- * (17) Manage and administer personnel development through training, inservice and other developmental activities.
- * (18) Promote and support professional development for self and others.
- * (19) Select, preview, evaluate and disseminate recent and relevant professional materials.

Systemic Functions

- * (20) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Deputy Superintendent as to their impact on the District.
- * (21) Exhibit support for the District's vision, mission, goals and priorities.
- * (22) Make and share decisions in a timely manner.
- * (23) Address personnel problems promptly and directly.
- * (24) Respond quickly to emergency situations.
- * (25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (26) Prepare all required reports and maintain all appropriate records.
- (27) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (28) Assist in the development of short- and long-range District plans.
- * (29) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (30) Anticipate potential problems and design processes and procedures to address them.
- * (31) Facilitate problem-solving by individuals and groups.
- * (32) Perform such duties and responsibilities associated with the American Disabilities Act and OSHA as they relate to assigned areas.

*Essential Performance Responsibilities