

TITLE**Supervisor – Transportation
Part-Time or Full-time****QUALIFICATIONS**

- Verified administrative, or supervisory, experience in arena of school transportation, preferred;
- Have, and maintain, a valid Tennessee CDL class B with the appropriate endorsement for transporting students (or required to receive such within 3 months of employment);
- Maintain a current D.O.T. physical card (clearance) and TN Department of Safety Training Card; and
- Experience in field of transportation including maintenance of buses.

JOB GOAL: To manage the wide variety of essential program components for the purpose of delivering transportation services to the students in Franklin County, enrolled in Franklin County Schools.

ESSENTIAL FUNCTIONS

1. 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. 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;
3. Conduct an annual evaluation of all bus routes as well as routinely verifies all bus routes and the mileage thereof
4. 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;
5. 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;
6. Plan, arrange and/or conduct in-service staff development activities for transportation personnel;
7. Oversee the maintenance of school buses which meet all approved standards, and arranges to be present or readily available for all bus inspections;
8. Maintain proper license to serve as a substitute driver in any system-owned bus (not for a contract-bus owner) in an emergency situation;
9. Work with principals and others in regard to handling special requests for bus service;

10. Assist in the random drug-testing of drivers, as needed;
11. Maintain proper evaluation files of transportation employees and other files in regard to the transportation department;
12. 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
13. Perform other duties as deemed necessary by the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping, kneeling and/or crawling
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.
5. Good public speaking skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Prior curriculum and staff development experience.
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm.

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

Will work in a typical transportation arena with office space, as needed.

Expected to work from four to eight hours a day (on the student instructional days) plus other days as necessary to provide the needed transportation services.

Specific work hours may need to be feasible.

Salary (wages to be earned) will be determined.

May qualify for **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 12:00 a.m. and continues through the following Saturday at 11:59 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.