

JOB TITLE: TRANSPORTATION SUPERVISOR

QUALIFICATIONS:

1. Bachelor's degree or above in the field of transportation or education.
2. School administrative experience with management expertise in handling public relations.
3. General knowledge of mechanics.
4. Experience with local school transportation program desirable.
5. Such alternatives to the above that the Board of Education may find appropriate and acceptable.

REPOSTS TO: Superintendent

SUPERVISES: Shop Foreman, Mechanics Crew, and Bus Drivers

JOB GOAL: To assist in providing safe, economical, and efficient transportation for Chilton County Public School children.

PERFORMANCE RESPONSIBILITIES:

1. Cooperate with the Superintendent for management and purchase of equipment and budget planning.
2. Plan and administer transportation program to meet all requirements of the daily instructional program and extracurricular activities.
3. Recommend bus routes and schedules.
4. Recruit, train, and supervise all transportation personnel.
5. Supervise report and record system.
6. Cooperate with State Department of Transportation on certification of mechanics and bus drivers.
7. Be regular and punctual in attendance.
8. Maintain all Board-owned automotive equipment and maintain program for preventive maintenance.
9. Investigate and report accidents promptly and properly.
10. Work cooperatively with Central Office staff, principals, drivers, and parents.
11. Act as liaison with parents for complaints and special requests.
12. Work with insurance agency to update and complete record keeping.
13. Maintain safety standards in conformance with state and insurance regulations and maintain a program of preventive safety.
14. Coordinate program for students on bus safety and meet with drivers periodically on matters concerning safety.
15. Investigate road hazards during inclement weather and keep Superintendent informed.
16. Attend relative meetings and workshops when appropriate.
17. Assist in solving discipline problems on school buses when requested.
18. Assist with the observation and evaluation process of appropriate employees.

19. Maintain confidentiality of any Board of Education related business.
20. Perform other assignments determined by immediate supervisor or Superintendent.

TERMS OF EMPLOYMENT: Annual contract. Salary according to appropriate schedule. To be assigned an automobile, with two-way radio, full time for transportation between home and office and for all other official travel.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.