

JOB DESCRIPTION

Cumberland County School District

TRANSPORTATION SUPERVISOR

Purpose Statement

The job of Transportation Supervisor was established for the purpose/s of directing Transportation services; providing information and serving as a resource to District administrators; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with District objectives as well as all relevant guidelines, codes, and regulations; and supervising and directing assigned staff.

This job reports to Director of Human Resources

Essential Functions

- | Design and supervise the transportation system, including vehicle maintenance for the entire school system.
- | Responsible for training, evaluation and scheduling all drivers, substitute drivers and mechanics.
- | In coordination with the Assistant Superintendent of Human Resources, responsible for identifying personnel needs and recruitment strategies, as well as recommends applicants for employment, creation or revision of job descriptions and yearly evaluations.
- | Knowledgeable of all Federal, State, and local policies and regulations concerning the school bus transportation program, including all CDL requirements.
- | Plan in-service training program and new driver orientation.
- | Supervise the maintenance of all Board of Education vehicles by making and coordinating work assignments of maintenance personnel.
- | Develop, submit, and coordinate transportation budget. Assist in the preparation of specification and bid requests.
- | Responsible for communicating with the highway department, law enforcement personnel, and the Superintendent of Schools regarding routes, road conditions/hazards, and road work/closures.
- | Responsible for the development and implementation of safety practices and procedures.
- | Report to the Superintendent with route surveys during inclement weather and reports the potential impact on the safe transport of students.
- | Responsible for the personnel affairs of transportation and vehicle maintenance employees to include time records, leave scheduling/approval, evaluations and required training/testing.
- | Responsible for the coordination and approval process for extra-curricular use of school system vehicles.
- | Prepare contracts for community requests for buses and ensures no negative impact on primary responsibility to transportation systems.
- | Responsible for establishing a log book program for each system vehicle to record day-to-day operations (fuel, mileage, etc.) inspections, and repairs.
- | Responsible for fueling operations both at and away from the maintenance facility to include proper marking of vehicles, accident/breakdown procedures and safety.
- | Communicate with principals, teachers, and parents on a daily basis regarding route and bus assignment, route changes, disciplinary issues, and complaints.
- | Oversee and assist the Administrative Assistant and Mechanics with the yearly Transportation Report to the State of Tennessee.
- | Evaluate the Transportation Department and report to the Superintendent and Board of Education twice yearly, before November 1, and June 15 of each school year.
- | Design routes to maximize time, minimize cost and safely deliver children to and from school.
- | Assign work, advise any change of procedures or requirements and is available for assistance as required.
- | Assigns work in terms of project objectives and basic priorities and is available to subordinates for consultation in resolving issues and checking progress until completed.

- | Overall programs are reviewed to determine that the objective of the Board of Education policy and Superintendent's guidance are in compliance. Also, State and Federal requirements will be evaluated for compliance in all areas of responsibility. Responsible for the direction, control, and planning for day-to-day operation of the Transportation System.
- | Serves as principle advisor to the Superintendent on Transportation issues.
- | Maintain accountability and efficiency of operations in order to provide the school system with a transportation system that is responsive to its needs.

Other Functions

- | Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control.

KNOWLEDGE and experience in the automotive field to be considered proficient for the position. Previous experience as an automotive mechanic is highly desirable. A professional knowledge of theories, principles, and practices of transportation management. A professional knowledge of budgeting, scheduling, management and interpersonal relationships. Must possess and maintain a valid Class B or C commercial driver's license with school bus endorsement. Must maintain CPR and First Aid certification following necessary instruction.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Guidelines

Accomplishing the requirement of this position will be operating procedures, policies, traditional practices, respective manuals, handbooks, manufacturers of documentation, schematics, blueprints, and applicable State/Federal regulations and laws. As well as special tasks assigned by the Board of Education and/or the Superintendent.

Complexity

This position is involved in the operation and supervision of the school system's transportation division to include: planning, scheduling, recruitment, budgeting, safety, purchasing, contracting, record keeping, and interfaces with all school divisions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness. This work is also performed in both office and maintenance shop settings.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor's degree in job related preferred

Equivalen

cy

Requirement

Alcohol and Drug Test

This is a certified or non-certified position.

Certificates & Licenses

Valid Class B or C Driver's License with school bus endorsement & Evidence of Insurability; CPR & First Aid certificates

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Exempt

Approval Date

Salary Grade