



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Transportation Supervisor/Maintenance Staff

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent; experience may substitute for education
2. Three years experience in transportation field
3. Ability to work independently with minimal supervision
4. Possess skills to develop interpersonal relationships with administrators, school staffs, and peers
5. Ability to communicate both verbally and in writing
6. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Bus Drivers

REPORTS TO

Superintendent and Maintenance Supervisor

JOB GOAL

To provide a safe, efficient, and fiscally responsible transportation and maintenance service

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

SAFETY/SECURITY

1. Manage work processes to ensure safe operation of buses and all transportation vehicles
2. Exercise proper safety precautions and follow all codes and regulations
3. Work with site administrators on security/safety protocol for transportation
4. Work with the School Security Guard and the School Resource Officer

WORKER'S COMPENSATION

1. Manage work processes in order to reduce premiums
2. Accident investigation to determine where process improvement is needed

TRANSPORTATION

1. Direct, manage, supervise, and evaluate all aspects of Transportation Operations and Fleet Management
2. Ensure the most efficient, economical, convenient and safe Pupil Transportation Routing System to meet the district needs
3. Ensure performance of scheduled routine preventative maintenance inspection of all vehicles
4. Respond to vehicle breakdown emergencies when necessary, to include nights and weekends
5. Provide drivers and/or vehicles to support all special trip requirements
6. Coordinate with all agencies inside and outside the district to ensure smooth transportation operations
7. Ensure that fleet vehicles and operation are in compliance with city, state, and federal laws and school policy

8. Ensure that all vehicles are safe and in the best possible condition with emphasis on preventive maintenance
9. Maintain files, statistical data, and submit all required reports
10. Develop and control annual transportation budget by ensuring that purchases of equipment, vehicles, parts, supplies, tools, materials, fuel, tire, petroleum products, etc., are in accordance with current laws and procedures and are most economical and efficient
11. Receive, maintain control and accountability of all transportation purchases and assets
12. Ensure a workable accident prevention program, emphasizing safety of students, vehicle operations, and mechanics; investigates and reports all accidents and maintains accident records
13. Ensure that school bus discipline system is carried out to enable safe school bus operations
14. Drive any bus route that may be required
15. Develop cost estimates on proposed jobs for submission and approval of the superintendent

OTHER

1. Keep the superintendent abreast of all work and needs
2. Implement and carry out all duties efficiently, promptly, and dependably
3. Perform routine facilities and grounds maintenance tasks
4. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.