

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Assistant Transportation Supervisor

**QUALIFICATIONS:**

- High School Diploma
- Valid Mississippi Commercial driver's license
- Good physical condition with the ability to lift 50 pounds
- Such alternatives to the above qualifications as the SCCSD Board may find appropriate and acceptable

**REPORTS TO:** Transportation Supervisor and Director of Operations

**SUPERVISES:** Bus drivers/monitors, Mechanic helpers and Mechanics

**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's schools

**PERFORMANCE RESPONSIBILITIES:**

- Drive school buses in absence of certified bus drivers when needed
- Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety
- Cooperate with school principals and others responsible for planning special school trips
- Conform with all state laws and regulations regarding school transportation
- Requisition and provide transportation supplies to maintain effective operation of buses and district vehicles
- Maintain adequate and accurate records for Fuelman
- Disseminate and collect Fuelman passwords and cards
- Prepare and maintain district vehicles for district personnel for traveling purposes
- Attend appropriate committee and staff meetings
- Conduct appropriate transportation meetings
- Assist drivers in any bus routing situations both during school and during extra-curricular activities
- Schedule and observe bus evacuation drills
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)