

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Transportation Supervisor/16th Section Land Manager

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: Director of Operations

SUPERVISES: Assistant Transportation Supervisor, 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:

- Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities
- Maintain updated files on assets in transportation department
- Prepare bus routes for all public schools in the district
- Drive school buses in absence of certified bus drivers when needed
- Travel bus routes to ensure proper compensation for drivers when requested
- Prepare and update bus schedules for all public schools in the district
- Recruit, train, and supervise all drivers
- Distribute transportation payroll on monthly basis
- 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.
- Cooperate with school principals, Discipline Coordinator, Director of Operations and Superintendent in solving discipline problems occurring on school buses
- Conform with all state laws and regulations regarding school transportation
- Complete and dispatch insurance reports
- Submit all reports required by state authorities
- Advise Superintendent on road hazards for decisions on school closings during inclement weather

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- 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
- Collect and maintain documentation to ensure compliance with State Process Standards
- Assist drivers in any bus routing situation both during school and during extra-curricular activities
- Schedule and observes bus evacuation drills
- Advise the Superintendent of situations that jeopardizes students safety on school busses
- 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)