

Cochrane-Fountain School District – Job Description

Title: Transportation Supervisor

Summary

The Transportation Supervisor plans, coordinates, and oversees the routing, scheduling, and daily transportation services of the district. This position assures compliance applicable laws, codes, rules and regulations and trains, supervises, and evaluates the performance of assigned staff.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Supervision & Management of Drivers

- Actively engage in recruitment efforts to maintain the necessary number of drivers to meet the district needs.
- Provide licensure training support for potential, new drivers.
- Post new/replacement/substitute driver positions, mechanic position as needed.
- Hire new/replacement/substitute driver positions, mechanic position as needed.
- Evaluate drivers and mechanic.
- Resolve personnel conflicts.
- Coordinate random drug/alcohol testing, as required.
- Provide necessary and required trainings for drivers to remain current in the field.
- Meet with driving team at the start of each athletic season to review and assign co-curricular transportation schedule; make adjustments as needed.
- Schedule substitute drivers
- Facilitate shared staff schedules (Transportation – Custodial or Transportation – Food Service, etc...)
- Assign and oversee personnel plans for improvement as needed.
- Document and dismiss personnel that have not met plan of improvement requirements or have violated rules outlined in the Employee Handbook.

Routes & Scheduling

- Plan, coordinate and oversee routing and scheduling of daily transportation services including regular and special education, athletics, co-curriculars, clubs, activities, and field trips.
- Work with Administration and Secretarial staff in the field trip approval process.
- Monitor and adjust routes for overloads, lateness, and related problems.
- Receive and respond to emergency calls after hours and on weekends.
- When enroute, monitor two-way radios of district buses for bus problems, lateness, and accidents.
- Receive and respond to driver accidents; drive to accident scenes and conduct internal accident investigations; gather information, take photos and assist students and staff; obtain accident reports from the highway patrol and police agencies.
- Receive and respond to parent and staff inquiries concerning routing, schedule, and other transportation questions.
- Serve as substitute bus driver, as needed.
- During inclement weather conditions, check roads and contact county highway department and state road maintenance operators to make informed recommendations to superintendent.

Administrative

- Facilitate budgetary needs requests.
- Develop and oversee annual budget.
- Assure compliance with applicable laws, codes, rules, and regulations.
- Collect and maintain all inspection, repair, licensing, and other applicable transportation records.
- In conjunction with the business office maintain records for drivers' licenses, expiration dates, medical expirations, training hours, drug testing, etc.
- Attend meetings, conferences, and workshops to maintain current knowledge of and implement safety and transportation codes, regulations, laws, and related matters.

Professional Responsibilities

- Attend administrative meetings and Board meetings as requested.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Transportation Supervisor or Administration.

Qualifications for Employment

Required

- High School Diploma or GED
- Possess or willing to obtain a commercial driver's license (CDL) with school bus and passenger endorsements
- Good driving record
- Must NOT have a criminal or traffic violation record involving matters substantially related to bus driving duties
- Knowledge of local, state, and federal safety and transportation procedures/requirements or willingness to learn
- Demonstrated positive interpersonal skills
- Technology skills needed to effectively perform job

Preferred

- Technical school training or managerial experience
- Previous professional driving experience

Terms of Employment

Employment is full-time, 12 months. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Superintendent.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021