

TITLE: Supervisor of Transportation

- QUALIFICATIONS:
1. High school graduate or beyond; two or more years of administrative or leadership experience; experience as a bus driver, mechanic, or related area of transportation or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
 2. Ability to provide leadership and direction.
 3. Experience with and knowledge of transportation systems.
 4. Some clerical skills; ability to write reports.
 5. Knowledge of budgeting, preparation of specifications.
 6. Good personality; courteous; tactful.
 7. Knowledge of state and federal pupil transportation laws and regulations.
 8. Hold a valid Kansas Commercial Driver's License (C.D.L.).
 9. Such alternatives to the above qualifications as are determined to be appropriate and acceptable.

REPORTS TO: Director of Support Services

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.

ESSENTIAL FUNCTIONS:

1. Provide supervision and coordination for district transportation vehicle maintenance and scheduling.
2. Approve all transportation purchase requests.
3. Implement state and district policies and administrative regulations.
4. Help develop transportation budget.
5. Check transportation personnel time sheets.
6. Prepare necessary bid specifications for new vehicles and equipment.
7. Prepare all routes and schedules and conduct constant review and revision of bus routes and schedules.
8. Inform public and administration on routes and schedules.
9. Assign substitute drivers.

10. Coordinate and approve field trips, activity trips, and special transportation requests with the building principals.
11. Assign buses and drivers for activity and class field trips.
12. Insure that all drivers have proper credentials. Arrange for necessary training classes for drivers.
13. Assist in the recruiting, interviewing, and development of qualifications of new bus drivers.
14. Gather the necessary data to help prepare state and local reports, budgets, and bids.
15. Project needs for pupil transportation services on a year-to-year basis.
16. See that all necessary safety regulations and changes are given to the drivers.
17. See that all buses comply with state laws and regulations, inspect units periodically and ride buses at different intervals.
18. Check all complaints on transportation.
19. Maintain qualifications as a school bus driver to be available during emergencies.

PHYSICAL REQUIREMENTS:

1. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. The amount and kind of climbing required exceeds that required for ordinary locomotion.
2. Stooping: Bending body downward and forward by bending spine at the waist, requires full use of the lower extremities and back muscles.
3. Kneeling: Bending legs at knee to come to a rest on knee or knees.
4. Crouching: Bending the body downward and forward by bending leg and spine.
5. Reaching: Extending hand(s) and arm(s) in any direction.
6. Pushing: Using upper extremities to press against something with steady force in order to trust forward, downward or outward.
7. Pulling: Using upper extremities to exert force in order to draw, drag, haul or rug objects in a sustained motion.
8. Standing: Particularly for sustained periods of time.
9. Grasping: Applying pressure to an object with fingers and palm.
10. Talking: Expressing or exchanging ideas by means of the spoken word.
11. Hearing: Ability to receive detailed information through oral communication.
12. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
13. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time. In an emergency, all bus drivers must be able to assist students in evacuation.

14. Visual Acuity-Mobile Equipment Operators: This is a minimum standard for those who operate cars, trucks, and buses.
15. The worker is subject to all environmental conditions: Activities occur inside and outside.
16. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
17. The worker is subject to hazards: Including a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
18. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

TERM OF EMPLOYMENT: Twelve (12) months

SALARY RANGE: Determined by qualifications and job performance.

EVALUATION: Performance of this job will be evaluated by the Director of Support Services.

Revised 4/94