

Eagle Point School District 9

Job Description – Transportation Supervisor

PURPOSE:

- The Transportation Supervisor oversees all operations related to student transportation including student safety, driver training, vehicle maintenance, and employee supervision and evaluation. The supervisor is active in the day-to-day operations of the department including developing and driving routes, dispatch, and monitoring road safety conditions. The supervisor is responsible for creating and maintaining a professional work environment and to provide excellent customer service to all users. The Transportation Supervisor shall commit to working towards the mission and modeling the Core Character Traits of School District 9.

REPORTS TO:

- Director of Business Services

QUALIFICATIONS:

- Supervisory experience in pupil transportation at the K-12 level.
- Knowledge of provisions of the Oregon Motor Vehicle and State Department of Education laws and district policies applicable to the operation of vehicles transporting students.
- Thorough knowledge of transportation systems, routing and scheduling buses.
- Experience in personnel management.
- Experience in and knowledge of pupil transportation equipment and vehicles and their required maintenance and repair programs.
- Valid Class B or higher commercial driver's license with passenger and school bus endorsement at time of hire. This license must be maintained throughout employment in this position.
- Certified as Behind-the-Wheel Trainer and for other driver training coursework preferred.

ESSENTIAL FUNCTIONS:

- Establish and/or determine bus driver routes and bus stops for the purpose of increasing safety and decreasing costs to better serve students and the district.
- Coordinate activity, co-curricular and other special route and trip requests.
- Inspect routes to ensure that buses are able to travel safely during poor weather conditions.
- Assure transportation vehicles and equipment are repaired and maintained to Oregon Motor Vehicle and State Department of Education requirements.
- Design, implement and maintain a comprehensive preventive maintenance and safety program for all transportation and school district equipment.
- Prepare and file various documents and reports to comply with required federal, state and district-level requirements.
- Personnel management, including supervision, training and evaluation.
- Supervise and implement comprehensive safety programs for drivers and mechanics.
- Provide a comprehensive driver training program for all new drivers.
- Schedule and present various programs and training on bus driving regulations, techniques, and student management procedures, including programs for safety and emergency procedures.
- Maintain satisfactory department staffing levels and ability to maintain a safe and effective pupil transportation program within district and contract guidelines.

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- Assist in the hiring, training, supervision and evaluation of transportation personnel, including drivers and mechanics.
- Supervise implementation and maintenance of state, district, and school bus disciplinary procedures and regulations.
- Assist in the development of, and adherence to, the department budget.
- Manage fleet, equipment, and parts inventory in an economically sustainable manner.
- Assist and manage the purchasing activities for the transportation department.
- Maintain the transportation property and facility in a clean and safe condition, free of hazardous conditions.
- Maintain professional and courteous communications with the public and district personnel in all transportation related issues.
- Participate in a program of continuing professional development to maintain and acquire skills and information necessary for the successful management of the department.
- Position requires regular attendance and to be on duty as necessary to supervise and monitor department employees and their work.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

- Meet or exceed the physical requirements set forth by the Oregon Department of Education, OAR 581-053-0040, for a school bus certificate.
- Possess a valid Medical certificate as required by the Oregon Department of Motor Vehicles.
- Standing
- Walking
- Lifting/Pulling
- Pushing/Pulling
- Climbing
- Bending/Stooping
- Reaching
- Handling
- Rotating
- Hearing
- Seeing
- Talking

GENERAL RESPONSIBILITIES

- Establish and maintain professional, positive, cooperative and harmonious relationships with administrators, staff, students, parents and the community.
- Use computer technology for specified program tasks as needed for instruction or communication.
- Achieve professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Respond in a cooperative and positive manner to supervision and direction.



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- Maintain all licenses and requirements needed to maintain professional standing and the requirements to complete all assigned reports.
- Model personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Achieve and maintain satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Demonstrate good communication, organization and computer skills and has a strong work ethic.
- Support the philosophy and mission of School District 9.
- Perform job related tasks as designated by supervisor.

RATE OF PAY:

According to Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: