JOB TITLE: TRANSPORTATION SUPERVISOR

QUALIFICATIONS: A high school diploma, GED, or Graduation Certificate. Must have CDL and bus driver's license. Will have a basic understanding of the educational process and the corresponding role of transportation. Must possess the ability to manage personnel and resources necessary to administer the transportation program.

REPORT TO: Superintendent.

SUPERVISES: Staff members designated by the Board or the Superintendent.

JOB GOAL: To provide safe and efficient transportation.

PERFORMANCE RESPONSIBILITIES:

1. Provides assistance in planning, budgeting, and forecasting for the pupil transportation system.
2. Keeps staff member informed of all current laws, rules, and regulations concerning the pupil transportation system.
3. Assists in the procurement of buses and other transportation equipment and supplies.
4. Develops and implements a plan for equipment preventative and on-going maintenance.
5. Recruits, recommends, instructs, and supervises personnel.
6. Routes and schedules buses for safe, efficient, and economical transportation service.
7. Assists in the development and implementation of pupil safety education programs.
8. Investigates and reports accident reporting criteria, as well as problems associated with the pupil transportation system.
9. Maintains records and prepare reports as required.
10. Develops and supervises the implementation of an ongoing evaluation plan for the pupil transportation system.
11. Performs any other duties as reasonably assigned by the Superintendent or his designee.
12. Assists Maintenance Director as needed on identified projects.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved By ____________________________ Date __________

Signature of Employee __________________________ Date __________