

Vail School District Job Description

Job Title: Transportation Supervisor

Department: Transportation

Reports To: Assistant Director of Transportation

FLSA Status: Exempt

Level: 21

Revised: January 24, 2012

SUMMARY: Supervises the operations and staffing of the Transportation Department, under the direction of the Assistant Director of Transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises the safety and welfare of all operations regarding the transportation of students.

Manages student discipline program and ensures guidelines are maintained.

Contacts parents regarding student behavior in relation to transportation issues.

Coordinates and maintains routing program.

Assigns drivers to routes.

Supervises and trains bus drivers District policies, procedures, and state law.

Interviews and recommends transportation staff.

Ensures ADOT minimum standards are met.

Dispatches vehicles.

Drives vehicles if necessary.

Coordinates transportation inventory control.

Completes driver evaluations and submits them to the Assistant Director of Transportation.

Ensures all training for new and current bus drivers.

Evaluates the need for transportation monitors, and assigns as needed.

Ensures all drivers maintain proper certificates and qualifications to drive.

Answers questions and concerns from staff and parents about bussing and bus issues.

Supervises routing and dispatching activities.

Oversees vehicles usage and scheduling.

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Provides supervision and evaluation of all van/bus drivers.

Ensures all safety drills and requirements are current and practiced regularly.

Ensures vehicles are safety inspected and properly maintained.

Provides regular updates on the department's operations to the Assistant Director of Transportation.

SUPERVISORY RESPONSIBILITIES

This position supervises all employees assigned to the Transportation department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

One to three years related experience and/or training; or equivalent combination of education and experience.

Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Facilities and Transportation.

Must have current or previous bus driving experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

COMMUNICATION SKILLS

Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Ability to read, analyze, and interpret policies and procedures, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to administration, the governing board, district staff, and members of the community.

MATHEMATICAL SKILLS

Ability to work with arithmetical calculations using addition, subtraction, multiplication and division. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current First Aid and CPR certificates. Current Arizona Driver's License.

ETHICS

Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and

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ethically; Upholds District values.

JUDGMENT

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions. Understands business implications of decisions; displays orientation to fiscal responsibility. Works within approved budget; develops and implements cost saving measures; conserves District resources.

SAFETY AND SECURITY

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; reach with hands and arms and talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to hot, windy, wet and/or humid conditions; and fumes or airborne particles. The noise level in the work environment is usually moderate but may sometimes be loud.