



Littleton Elementary School District Position Description

TITLE: Transportation Supervisor

CLASSIFICATION: Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To plan, organize and oversee the safe and efficient transportation of students in the District, and assure compliance with safety and service standards.

PRINCIPAL DUTIES: (essential functions)

- Supervises the fixed-route bus operations of the District transit program, in accordance with program policies and procedures and public transit regulations; coordinates transportation for field trips and special events.
- Assists in the recruitment and supervision of the Bus Drivers, Bus Monitors, and Crossing Guards; plans and coordinates work assignments; monitors work activities, and assures that staff adheres to policies and procedures for efficient operations.
- Trains and instructs employees in operating procedures and safety standards; conducts safety and evacuation drills; maintains training records.
- Assures Bus Drivers are ready and prepared for duty, briefed on road conditions and routes, adequately trained, and held accountable for duties and responsibilities assigned.
- Assures that staff maintains safe vehicles, and adhere to policies and procedures for efficient operations; assures compliance with safety and service standards.
- Performs dispatcher duties; adjusts transit routes as needed to meet driving conditions and staffing availability.
- Prepares and updates bus routes and schedules for all schools in the District.
- Prepares, reviews and compiles operating and incident reports and program statistics; assists in preparing reports for Governing Board and government oversight agencies.
- Monitors preventive maintenance safety program, coordinates vehicle and equipment repairs, and resolves maintenance service issues.
- Maintains inventory of supplies and equipment.
- May substitute as a Bus Driver as needed; may assist in resolving discipline issues with students and parents.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of District student conduct rules.
Knowledge of safe driving techniques in all road conditions.
Knowledge of local geographical area, road systems, and City and state traffic regulations.
Knowledge of first aid and CPR.
Knowledge of safety rules and regulations.

Skill in evaluating school transportation program issues and developing plans for improving operations.
Skill in effectively organizing, training and overseeing the work of staff.
Skill in prioritizing multiple tasks, projects and demands.
Skill in reading and interpreting maps, and scheduling effective routing for transit service.
Skill in using courtesy and respect in providing customer service to transit bus riders.
Skill in monitoring and counseling students on conduct and behavior.
Skill in communicating effectively in verbal and written forms.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is performed in a standard office environment and in a transit vehicle in a traffic environment, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 50 pounds and drag 125 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND four (4) year's experience operating passenger transport vehicles is required; supervisory experience is preferred; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Commercial Driver's License with School Bus (S) endorsement is required; First Aid and CPR certifications are required.
This is a safety sensitive position subject to drug and alcohol testing according to District policy.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.