

TITLE: TRANSPORTATION SUPERVISOR/MECHANIC

QUALIFICATIONS

1. Demonstrate aptitude or competence for assigned responsibilities.
2. Qualifications as the Board may find appropriate and acceptable
3. High school diploma or General Education Degree
4. Hold a class B Commercial Driver's License with passenger endorsement
5. Attain and maintain state required training and certification
6. Is twenty-one years of age or older
7. Previous school transportation and supervisory experience preferred
8. Able to conduct driver trainings per state requirements
9. Skills in personnel management, route scheduling, gas and/or diesel vehicle repair, fleet maintenance, and cost containment
10. Pass a pre-employment drug test and random drug tests while employed
11. Have an excellent driving record
12. Knowledge of bus passenger safety and effective discipline procedures
13. Knowledge of federal and state law, administrative rules, and Board policy pertaining to transportation and safety regulations
14. Knowledge pertaining to safety busing per state requirements
15. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repair
16. Knowledgeable of general upkeep of equipment and tools for student and tech staff safety
17. Works well with students, staff, and parents
18. Ability to work with and supervise School Bus Drivers
19. Awareness of and commitment to proper bus maintenance per state requirement
20. Able to sit, stand, walk, grasp and handle tools, squat, stoop, or kneel, reach above the head, reach forward, and lift and move up to seventy-five pounds
21. Excellent interpersonal and communications skills
22. Excellent organizational skills
23. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Superintendent

Financial Paperwork will be reviewed by the business manager.

JOB SUMMARY

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities. To repair school buses in order to provide students with safe transportation. Schedule and supervise bus maintenance and inspections

MAJOR DUTIES AND RESPONSIBILITIES

Personnel Management

1. Conforms with all state laws and regulations regarding school transportation.
2. Maintain safety standards in conformance with federal and state law, administrative rules, and Board policy and develop a program of preventative safety
3. Be responsible for the safe and efficient operation of the school transportation program

4. Recruit, supervise, and evaluate all transportation personnel, and make recommendations regarding their employment, promotion and release
5. Arrange for substitute school bus drivers per transportation protocol, and act in this capacity when no other substitutes are available
6. Act as a liaison with drivers and parents for complaints
7. Investigate complaints of inappropriate behavior by transportation staff while on duty and preserve evidence in order to have fair inquiries and prompt resolution of complaints
8. Develop and implement a program of pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
9. Maintain a file of transportation incidents to identify recurrent patterns of problem situations

Bus Maintenance

1. Supervise repairs to district vehicles and equipment
2. Schedule emergency evacuation drills cooperatively with the superintendent at all schools
3. Establish standards of bus cleanliness that are acceptable and achievable with the resources available
4. Inspect all school buses on a regular basis and perform necessary repairs to determine that high standards of operability, cleanliness, safety, and security are maintained
5. Schedule district transportation vehicles for regular maintenance and safety inspections, and in accordance with state guidelines
6. Organize work, equipment, and supplies to attain an efficient, safe, and healthy environment
7. Advise the superintendent on road hazards for decisions on school closing during inclement weather
8. Maintain schedules of work for each bus and ensure that proper supplies are on hand for necessary repairs and for preventative maintenance
9. Establish a summer bus repair program and schedule so that transportation equipment is in peak condition for the regular school year per state requirement

Routes and Services

1. Prepare and update all bus routes and bus schedules
2. Determine bus stops and pick-up times, and ensures compliance with bus capacity limitations
3. Meet the needs of the daily instructional programs, field trips, and extracurricular activities
4. Coordinate bus activity trips with the superintendent, teachers, and activities/athletics director.
5. Work through proper channels, superintendent and Board of Trustees when changes of routes occur
6. Arrange for the transportation of pupils with disabilities as determined by the IEP

Finances, Reports, and Records

1. Be involved in the annual cost analysis of the transportation operation
2. Recommend the purchase of necessary equipment and supplies, and maintain an inventory of them

3. Prepare purchase orders according to district policy and purchase equipment, supplies, and mechanical needs within district budget limitations
4. Recommend the purchase of new vehicles, and complete the preparation of bid specifications for them
5. Work with the business manager to formulate specifications for transportation contracts with private vendors as necessary
6. Develop recommendations for future personnel needs
7. Immediately report any theft or misappropriation of supplies to the business manager and superintendent
8. Provide updates and timely notice to the clerk to the Board/business manager when existing supplies, and equipment will be insufficient for the current fiscal year
9. Assist in collecting, maintaining, and submitting data and reports required by the federal and state law, administrative rules, and Board policy
10. Maintain an individual and permanent file on each district owned vehicle as required by federal and state law, administrative rules, and Board policy and make the files available for inspection upon request
11. Determine and establish detailed specifications pertaining to supplies, materials, equipment, and local contract work
12. Supervise and inspect mechanical repairs performed by outside contractors, and verify that the terms of all such contracts have been fulfilled before recommending the authorization of final payments
13. Under the direction of the business manager, assist with Right-to-Know data practices, procedures, and record-keeping

Other

1. Take an active role in solving discipline problems occurring on school buses
2. Administer a transportation program in accordance with federal and state law, administrative rules, and Board policy
3. Know and follow Board policy and the chain of command
4. Interpret and enforce Board policies regarding bus maintenance, safety, and security procedures
5. May be required, for security purposes, to wear specific work clothing or uniform while on duty
6. Keep immediate supervisor informed of activities and problems
7. Assume responsibility for his or her continuing professional growth and development through attending meetings and trade exhibits
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the business manager and/or superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance