

**JOB DESCRIPTPION
DISTRICT TRANSPORTATION SUPERVISOR**

QUALIFICATIONS:

1. High School Diploma or GED preferred.
2. Current and proper certification to drive a school bus.
3. Current Red Cross First Aid Instructor certification preferred.
4. Understanding of current state transportation laws and liability issues.
5. Minimum of 5 years of school bus driving experience preferred.
6. Supervisory skills and ability to train staff preferred.
7. Knowledge of state transportation safety rules and procedures preferred.
8. Knowledge of state and federal mandates, which affect school transportation, preferred.
9. Knowledge of OSHA, FSLA, ADA regulations, State Board of Education's Manual of Transportation, and Montana School Law preferred.
10. Ability to read technical documents.
11. Ability to schedule, report, log, and file.
12. Ability to communicate effectively orally and in writing.
13. Demonstrated exceptional interpersonal skills.
14. Ability to problem solve and trouble shoot.
15. Ability to work cooperatively and effectively with administration, staff, students, and public.
16. Ability to demonstrate flexibility in the workplace.
17. Ability to plan.
18. Ability to lift a minimum of 50 pounds on a regular basis.
19. Ability to work continually standing, bending, or walking in accordance with OSHA, FSLA, and ADA standards.
20. Any other requirements as directed by the administration and School District Policy.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the selection, assignment, scheduling, supervision, evaluation, training, preparation of written tests, driving preparation through videos and practical experience, of transportation personnel as directed by the administration.
2. Demonstrate exceptional interpersonal communication skills.
3. Responsible for working effectively with personnel problems that may arise.
4. Responsible for assisting with long and short term planning for transportation needs in conjunction with the administration.
5. Responsible for maintaining proper records that show that all transportation drivers have current certification, physicals, and first aid training.
6. Recruit and train new drivers.
7. Perform a check-ride on the new drivers.
8. Perform a check-ride with the current drivers.
9. Perform driving skills evaluations on all drivers.
10. Observe all school busses in the field by whatever means necessary.
11. Explain any inherent problems or traffic related problems with the route to new drivers. Alert the new driver to any areas of the route that may need special attention or special driving skills.
12. Speak to public groups as necessary.

13. Responsible for developing and monitoring bus routes that meet all state requirements for full reimbursement to the district.
14. Responsible for completing all required forms that are required by the state.
15. Personally meet with the appropriate school officials to make arrangements for all school related activities that need transportation.
16. Reports on a weekly basis to the superintendent on the state of the district transportation.
17. Demonstrates ability to recognize transportation needs and to work to make improvements.
18. Meet on an as needed basis with district administration to coordinate transportation needs for school related trips.
19. Responsible for meeting on a monthly basis with all transportation personnel and keeping communications with the drivers open.
20. Responsible for quarterly bus safety training for all transportation personnel and for yearly bus safety training for students and staff.
21. Be constantly aware of any potential safety hazards on the Transportation Grounds or in the office and work to correct such hazards.
22. Assist in planning, implementing, and evaluating cost effective transportation services within budget restraints as directed by the administration.
23. Responsible for transportation security and be on call for after hour emergencies.
24. Remains current in the transportation field serving as a resource for new ways to deliver services.
25. Maintains records for all transportation work.
26. Arranges for substitute personnel as needed.
27. Provides for a harassment free workplace as directed by the administration.
28. Function as an extra driver during busy times when all drivers are assigned.
29. Recommend changes in policy or operations.
30. Handle all accidents (reports & records).
31. Write safety memo when needed.
32. Manage slow working times by thinking ahead.
33. Responsible for scheduling drivers for all school field trips and all extracurricular activities.
34. Any other duties as assigned by the administration.

IMMEDIATE SUPERVISOR: Superintendent of Schools.

TERMS OF EMPLOYMENT: 8 hours/day 207-day contract, benefit package, and other working conditions as determined by the negotiated agreement with Frenchtown Public School District.

EVALUATION: The District Superintendent of Schools will do performance evaluations of this position in accordance with the provisions of the School Board's policy on evaluation of supervisory personnel.