

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Supervisor of Transportation</b>
<b>Department:</b>	<b>Transportation</b>
<b>Reports to:</b>	<b>Chief Operating Officer</b>
<b>Supervises:</b>	<b>Bus drivers, contract bus drivers, bus paraprofessionals, bus monitors, senior account clerk/dispatch transportation</b>

**Description of job:**

Summary of Responsibilities:

Responsible for the transportation program for the district. Responsibilities include design, implementation and maintenance of scheduling systems including routing, scheduling, staffing, contract negotiations and administration and vehicle maintenance.

Essential Functions:

1. Directs the overall scheduling of the transportation system including planning, routing, scheduling and staffing.
2. Within the district student policy constraints, develops the most efficient and financially advantageous routes for the student delivery system.
3. Directly supervises the transportation office functions, including all district bus drivers, bus contractors, paraprofessionals, monitors and account clerk/dispatch..
4. Responsible for the scheduling of all transportation staff including replacements caused by absences or vacancies.
5. Develops and maintains the computerized student transportation system.
6. Serves on the district team for the contract negotiations for the bus contractor's collective bargaining agreement.
7. Oversees the repair and/or replacement of all town owned transportation vehicles.
8. Resolves transportation issues presented by parents and/or school administration.
9. Assists the Chief Operating Officer in the preparation of the annual school department budget.
10. Interfaces with the Department of Pupil Personnel Services to ensure the safe and efficient transportation of special education students.
11. Keeps abreast of trends, developments, and equipment in the transportation field including federal and state governmental mandates.
12. Attends School Committee meetings, budget meetings, budget workshops and other meetings as requested by the Superintendent of Schools.
13. All other duties assigned by the Chief Operating Officer or the Superintendent of Schools.

**Protective Personal Equipment:**

<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**

- Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*  
*Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*  
*Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;*  
*Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;*  
*Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.*

<b>Driving Requirements:</b>	None:	Manual: Own Vehicle	Automatic: Own Vehicle
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**Work Environment**

<b>Floor Surface:</b>	Tile, carpet, grass, asphalt		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 5%
<b>Lighting:</b>	Incandescent or Fluorescent		

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<b>Vibration:</b>	n/a
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### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 35 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 25 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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:

Bachelor's degree in business administration, five to seven years supervisory experience in school transportation systems or an equivalent combination of education and/or experience.

### License/Certificate/Certification:

Valid RI driver's license.

### Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office, ASPEN, Google and Versa-Trans Routing Software

### Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, maintaining sensitivity to needs of parents, students and community members, and ensuring overall satisfaction as a primary objective. Strong communications skills both verbal and written.

### Planning Skills:

Ability to effectively plan and prioritize.  
Strong organizational skills, time-management skills.

### Interpersonal and Problem solving skills:

Ability to interact with administration, staff, students, and parents in an effective manner. Ability to effectively handle issues utilizing a personable problem solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

## North Kingstown School Department

**Terms of Employment:**

At will

**Evaluation:**

Per GCB

**Date: 1/2017, 12/2019**