



PERRY PUBLIC SCHOOLS

Every One, Every Opportunity, Every Day

NOTICE OF POSITION OPENING

August 2, 2018

POSITION TITLE: Transportation Supervisor

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

- A minimum of a high school diploma or the equivalent
- Meet physical requirements including drug test
- Able to meet Michigan Department of Education required endorsement
- Must be willing to attain Transportation Supervisor Certification
- Must have an appropriate driving record with the Secretary of State
- Must be able to work well with students, parents and staff
- Have good interpersonal skills and strong communication skills; they must give instructions clearly so that they are understood by the drivers
- Must be able to work under pressure, problem solve, stay organized, and be able to prioritize
- Criminal background check including fingerprinting required

JOB GOAL: Responsible for the management of transportation program, including supervision of employees, day-to-day operation of fleet, and care of facilities within the transportation department.

RESPONSIBILITIES:

- Operate in a "public friendly/customer service manner displaying a positive attitude about PPS
- Establish, review and approve all bus routes, bus schedules, bus stops and fieldtrips
- Recruit, interview, supervise, and evaluate all transportation personnel and make recommendations on employment
- Understand and comply with all labor agreements, school policies, and laws
- Review and approve the transportation timesheets on a biweekly basis
- Manage fleet maintenance operations and new vehicle specifications and replacement planning of new busses including bus leases
- Maintain compliance with safety standards, bus driver training, and other related pupil transportation standards
- Participate in summer support staff training program
- Manage and resolve parent concerns and student discipline issues
- Assist school administration in implementing the "Code of Conduct" as it pertains to discipline problems occurring on school busses
- Assist building administrators with traffic flow and bus loading/unloading
- Manage mandatory drug/alcohol testing program administered by the SRES
- Manage annual departmental budget
- Evaluate safety of road conditions during inclement weather and provide a recommendation to superintendent for school closing or delay
- Manage scheduling of athletic and other extra trips
- Monitor after school trips and be available by phone or radio

- Manage all purchases of bus fuel, oil, and parts
- Any other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT: Year-round; must be willing to work on adjusted shifts/hours. Reports to the Superintendent.

SALARY/BENEFITS: Contracted services – \$30,000 - \$40,000; commensurate with experience and qualifications

TO APPLY: Submit letter of application and resume, including references to:

Mike Foster
Superintendent
Perry Public Schools
2665 W. Britton Road
Perry, MI 48872
(517) 625-0100
fosterm@perry.k12.mi.us

DEADLINE: Until Filled

Statement of Compliance with Federal Law

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