

Position:	Transportation Supervisor
Reports to:	Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Supervises and manages the entire transportation department and its personnel, assuring safe, efficient and convenient transportation for eligible students
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Help recruit new bus drivers and substitute bus drivers
- Provide orientation to new bus drivers as to their routes, duties, and school policies and regulations
- Ensure parents and students are aware of bus regulations
- Monitor bus routes to ensure efficient and correct use of equipment
- Organize and conduct safety orientation for bus drivers
- Supervise and evaluate transportation department personnel
- Assign bus drivers to routes
- Design and implement a bus safety program for students and staff
- Maintain maintenance and cost records on each school district-owned vehicle in the transportation system
- Recommend needed equipment for district-owned buses and vehicles
- Secure bids for bus purchases
- Ensure that each bus maintains route data, maps, and pupil seating lists
- Advise Superintendent of safety of road conditions
- Set up grades PK-12 bus routes
- Hold periodic bus driver safety meetings
- Assist with transportation personnel training programs
- Prepare and communicate accident reports to the Superintendent
- Ride with new bus drivers during their first several trips
- Help prepare the transportation department budget
- Ensure bus drivers have routine physical and random examinations
- Create handbook for regular and substitute bus drivers
- Learn all bus routes
- Schedule and ensure the safe transportation of handicapped students
- Develop positive rapport with patrons of the transportation system
- Develop rapport with village, township, county, and state road officials
- Work before or after the normal school day for emergencies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., staff records, drug testing information, personnel records
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required
- Interview driver applicants and recommend appropriate candidates for hiring
- Establish a routine of checking the district transportation fleet for cleanliness, care, adjustments and repairs
- Yearly Reports as required by the Ohio Department of Education
- Maintain Bureau of Underground Storage Tank Regulations class A/B Operator Training
- Schedule yearly inspection of the BUSTR for Ohio Department of Commerce
- Check time clock daily for transportation personnel attendance

- Complies with all laws and regulations governing Ohio Pupil Transportation as established by the Ohio Department of Education, Ohio Department of Highway Safety, and the Federal Government
- Observes all mandatory safety regulations for school buses as established by state and/or local regulations
- Provides routine care to assigned bus, as per district operational procedures
- Post trip of bus to ensure no students remain on the bus during and after each run
- Abides by all policies and regulations established by the Norton City Schools Board of Education

Other Duties and Responsibilities:

- Assign work to bus mechanic(s)
- Purchase materials and supplies needed in the transportation system
- Maintain records of fuel consumption by buses and other school district-owned vehicles
- Conduct parent conferences regarding transportation problems
- Ride/drive each bus to ensure safety
- Respond to routine questions and requests in an appropriate manner
- Order fuel for the Norton City School's vehicles
- Maintain quarterly reports of fuel usage for the City of Norton
- Yearly reporting to Clearinghouse for Federal Motor Carrier Safety Administration
- Ensure all field trips are covered by bus drivers
- Maintain all fuel keys for City of Norton and Norton City Schools staff
- Assign work to Transportation Assistant
- Serve as a role model for students
- Perform other duties as assigned by the Superintendent

Qualifications:

- High school diploma
- CDL license
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to organize and supervise the transportation system
- Knowledge of vehicle safety laws and regulations
- Possess appropriate skills and ability to teach driver safety instruction and implement in-service programs
- Possess excellent public relations skills
- Ability to develop and maintain a safe and efficient transportation system
- Knowledge of mechanics of bus fleet, needed parts, supplies and general maintenance
- Basic computer skills
- Interaction with staff/students

Equipment Operated:

- Telephone
- Copy machine
- Calculator
- Computer
- Two-way radio

Additional Working Conditions:

- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Occasional requirement to travel
- Occasional evening/weekend/summer work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to lift, carry, push, and pull various items up to a maximum of 75 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:	Norton City Board of Education
Adoption date:	February 13, 2023