

Boardman Local Schools
Administrative/Supervisory Job Description

Supervisor of Transportation

Reports to: Director of Operations

Evaluated by: Director of Operations

Employment Status: 261 days

FLSA Status: Exempt

Description: Performs as supervisor in charge of the school bus fleet, school bus and other vehicle maintenance, school bus drivers, school bus mechanics, school bus aides and all other phases of the pupil transportation program including field trips, athletic trips and special events requiring the use of the school bus, assuring safe, efficient and convenient transportation for eligible students

Note: The following lists are not ranked in order of importance

A. Qualifications:

1. Post high school diploma or work experience in education, business administration, management or transportation as determined by the Board of Education
2. CDL license preferred
3. Satisfactory BCI report
4. A satisfactory driving record
5. Strong technical skills in the area(s) of Routing and GPS software (i.e. Route Finder/Synovia)
6. The ability to work with a broad range of individuals and organizations
7. The ability to manage personnel and resources to achieve a desired objective
8. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
9. All non-licensed school employees must submit fingerprints for both the BCI and FBI background checks. The checks for non-licensed employees must be redone every five years.
10. Successfully complete a pre-employment drug screening.

B. Core Functions:

1. Ensure safety of students
2. Promote good safety practices and procedures
3. Use sick, personal, vacation, and professional leaves in accordance with school policy
4. Exhibit consistency in daily work attendance and conforming to work hours (attendance)
5. Exhibit interest and enthusiasm toward work including a willingness to accept suggestions and written rules, and loyalty to the school system (positive attitude)
6. Ability to work harmoniously and cooperatively with others as a team member and follow the appropriate chain of command
7. Exhibit promptness and diligence in the performance of all work related duties
8. Exhibit proper use, care and custody of Board owned equipment, supplies and facilities.

C. Essential Functions:

1. Develop a positive rapport and working relationship with parents, township, county, and state road officials
2. Help recruit new bus drivers, substitute bus drivers, school bus aides and mechanics
3. Provide orientation to new bus drivers as to their routes, duties, and school policies and regulations
4. Establish and provide the appropriate in-service training (first aid, CPR, etc.) for all school bus drivers, school bus mechanics and school bus aides

5. Establish and provide procedure for certification of commercial drivers licenses, BMV driving abstracts and employee physical examination as defined by the Ohio Department of Education
6. Ensure parents and students are aware of bus regulations
7. Monitor bus routes, via Routing/GPS software to ensure efficiency
8. Develop, implement and follow guidelines for the use of camcorders on the school bus
9. Supervise and evaluate transportation department personnel as per Board Policy and the O.R.C.
10. Prepare federal, state and local pupil transportation reports as required by law
11. Assist in the preparation of all federal, state and local reports, payrolls and work sheets as required by the Treasurer
12. Assign bus drivers to routes
13. Design and implement a bus safety program for K-4 students and staff
14. Prepare and record accident reports and communicate accident information to insurance companies
15. Develop, review and communicate to the building principals guidelines for student conduct on school buses
16. Maintain maintenance and cost records on each school district-owned vehicle in the transportation system
17. Recommend to the Director of Operations needed equipment for district-owned buses
18. Secure bids for bus purchases
19. Ensure that each bus maintains route data, maps, and pupil seating lists
20. Set up K-12 bus routes for public and parochial school students authorized for transportation by the Boardman Board of Education
21. Schedule and coordinate all extracurricular school bus requests for athletic trips, field trips, special classes or student transportation on a regular or an emergency basis
22. Provide and maintain a field trip seniority roster for regular school bus drivers and post weekly at the school bus garage
23. Organize and conduct safety orientation for bus drivers
24. Assist with transportation personnel training programs
25. Verify all additional hours (hours beyond 4 per day) to paid to drivers
26. Help prepare the transportation department budget
27. Ensure bus drivers have routine physical examinations
28. Create, review and update handbook for regular and substitute bus drivers
29. Develop, schedule, manage and review the safe transportation of special education students according to the IEP information provided by the Director of Special Education and Student Services.
30. Work before and/or after the normal school day as needed
31. Make contacts with the public with tact and diplomacy
32. Maintain respect at all times for confidential information, e.g., staff records, drug testing information, personnel records
33. Attend meetings and in-services as required
34. Establish a routine of checking the district transportation fleet for cleanliness, care, adjustments and repairs
35. Establish procedure for operation of school frequency UHF radio systems within the guidelines of the FCC
36. Assist in coordinating daily work schedules for school bus mechanics with the Head Bus Mechanic
37. Communicate information to the Superintendent and Director of Operations concerning dangerous or hazardous conditions which could necessitate delay or closing of school

D. Other Duties and Responsibilities:

1. Assign work to bus mechanic(s)
2. Purchase materials and supplies needed in the transportation system
3. Maintain records of fuel consumption by buses and other school district-owned vehicles
4. Conduct parent conferences regarding transportation problems
5. Ride/drive each bus to ensure safety
6. Respond to routine questions and requests in an appropriate manner

7. Serve as a role model for students
8. Assist the principal, Student Resource Officer and student enrollment secretary in investigating or reviewing any questionable student residency
9. Serve as an on-board instructor when appropriate

E. Required Knowledge, Skills, and Abilities:

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Ability to organize and supervise the transportation system
6. Knowledge of vehicle safety laws and regulations
7. Possess appropriate skills and ability to teach driver safety instruction and implement in-service programs
8. Possess excellent public relations skills
9. Ability to develop and maintain a safe and efficient transportation system
10. Knowledge of mechanics of bus fleet, needed parts, supplies and general maintenance
11. Strong technical/computer skills
12. Knowledge of the OAPSE agreement that pertains to the transportation department
13. Must maintain proper dress and appearance fitting to responsibilities within the district
14. Must be of good physical condition

F. Equipment Operated:

1. Telephone
2. Copy machine
3. Calculator
4. Computer
5. Two-way radio
6. Bus Cameras

G. Additional Working Conditions:

1. Frequent operation of a vehicle in inclement weather conditions
2. Occasional requirement to travel
3. Occasional evening/weekend/summer work
4. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
5. Occasionally lift, carry, push, and pull various items which may weigh a minimum of 25 pounds, e.g., paper boxes, deliveries of supplies and equipment

H. Additional Information:

- Starting compensation based on the current negotiated Administrative Salary Schedule and can be provided upon request.
- Must be able to start employment by January 30, 2019
- All qualified candidates should apply at: <https://www.applitrack.com/mahoningesc/onlineapp/>
 - Click under **Administration** on the left panel.

For additional information, please contact:

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