

# Transportation and Fleet Services Supervisor

**Company:** Margareta Local School District

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**Expiration:** 6/1/2020

**SALARY:** Negotiable based on experience

**POSITION SUMMARY:** Provides strategic direction and oversees the execution of all plans and activities for the transportation of public and non-public students within the school district in a timely and safe manner. Secures and administers contracts related to pupil transportation activities and fleet services; monitors compliance with contractual agreements and vendor commitments.

**REPORTS TO:** Superintendent

## ESSENTIAL DUTIES:

- Directs the day-to-day activities of department staff including bus drivers, bus aides, and fleet mechanic services. Duties include hiring, training, counseling, evaluating staff performance, maintenance of department records and files, and when necessary disciplining and/or discharging staff.
- Develops short-term and long-term goals for Transportation and Fleet Services which support the district's strategic plans.
- Provides direction and oversight of the district's transportation function ensuring the safe and timely transportation of students.
- Identifies opportunities and recommends solutions in Transportation and Fleet Service operations in order to operate to the fullest potential.
- Establishes, implements and promotes a driver training program to ensure the safe transportation of students and demonstrates support for the use of proper student management skills by bus drivers.
- Prepares and administers departmental budget(s); ensures expenditures are within the approved budget(s).
- Promotes the use of computerized routing to efficiently design and implement bus routes and transportation schedules; direct a process to communicate route assignments and changes to bus drivers, school administrators, and families, including the timely reporting of routing assignments for the start of the school year and other mid-year changes.
- Responds to emergency situations and matters of concern regarding transportation issues.
- Develops and implements transportation standards, policies, and procedures; revises departmental work systems and procedures as necessary to improve the efficiency and the effectiveness of the transportation function.
- Monitors district compliance with Federal and State regulations, insurance requirements and district standards relating to pupil transportation; initiates corrective action as needed.
- Works with district administrators, staff, parents, and others in matters relating to pupil transportation as well as particular concerns.
- Oversees the coordination and investigation of accidents involving district vehicles; coordinates an appropriate course of action.
- Advises the Superintendent or designee on road conditions and makes recommendations to close schools during inclement weather.
- Facilitates relationships with constituent groups such as community and non-public schools to address issues including coordinating school calendars and bell times, student management practices and other service-related needs.
- Represents the department in collective bargaining conferences, mediation, grievance hearings, and complaint actions.
- Prepares or oversees the completion of required documentation and reports.
- Attends internal and external meetings and participates on committees related to the transportation function; performs related tasks.

- Oversees and monitors the operations of Fleet Services and makes recommendations to the Superintendent on the continual improvement of processes in this area.
- Oversees the execution and completion of vehicle and equipment maintenance and repair work orders in a cost-effective and timely manner, with minimal disruption to the students' transportation.
- Ensures departmental staff maintains the required credentials.
- Maintains current knowledge of regulatory standards and district policies related to the vehicle maintenance function including the Ohio Department of Education and Ohio State Highway Patrol requirements.
- Oversees site audits of all fleet equipment. Verify vehicles have required maintenance including annual inspections and ensure all service/safety recalls have been completed. Validate the completion of all accident repairs and ensure they meet repair standards.
- Requires annual participation at a minimum of four hours of in-service of an in school transportation related training.
- Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Two (2) or more years of related pupil transportation experience including supervisory responsibilities.
- Public school setting experience is preferred.

#### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Business Administration, Logistics, and Transportation Management or a related field or equivalent experience/knowledge.
- Strong knowledge of principles and techniques of student transportation.
- Strong knowledge of Federal, State, and local transportation laws and regulations.
- Strong knowledge of CDL compliance and requirements.
- Strong knowledge of labor law and negotiating techniques.
- Demonstrated supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Demonstrated ability to handle problem situations in a tactful, courteous, and respectful manner. Interpersonal skills necessary to effectively communicate with District administrators, staff, parents, and the general public.
- Written and computer skills necessary to maintain various departmental records, documents.
- Strong written and verbal communication skills.
- Mathematical aptitude is necessary to develop an annual budget and monitor expenditures.
- Demonstrated ability to effectively serve as a leader and member of a team.
- Proven skills in managing daily operational priorities simultaneously.
- Ability to organize, develop, and lead a large, diverse staff.
- Ability to manage computerized student transportation routing.
- Ability to work in a fast-paced environment with attention to detail.
- Ability to perform, use and present qualitative analysis in the evaluation and recommendation of complex operational