

Black River Local School District

Board of Education

Chuck Stiver, President
Dan Sexton, Vice President
Robin Blake
Cathie Morlock
Michelle Powers-Neeld



Administration

Chris A. Clark, Superintendent
Robert Kuehnle, Treasurer

257-A County Road 40
Sullivan, Ohio 44880
Phone: (419)736-3300
Fax: (419)736-3308
www.blackriverschools.org

Proudly Serving the Communities of Albion, Cinnamon Lake, Homerville, Huntington, Spencer and Sullivan

VACANCY POSTING 6/6/24

Chris A. Clark
6/6/2024

Position: Transportation Supervisor
For the 2024-2025 School Year

Please submit the following:

Letter of Interest
Resumé
List of References
BCI/FBI Check
Copy of CDL

Apply to: Mr. Chris A. Clark
Black River Local Schools
257 A County Road 40
Sullivan, OH 44880
Phone: (419)-736-3300
Fax: (419)-736-3308
cclark@blrv.org

Deadline: June 17, 2024

Black River Local School
Transportation Director

Job Description

Title: Transportation Director

Reports to: Superintendent

Employment Status: Full Time

General Description:

Generally this position entails routing of school buses, scheduling special trips, supervision of drivers and liaison with the mechanics. Have a close working relationship with administration and promoting positive public relations with other departments and the community. Promote safety practices and procedures consistent with OSHA Standards, Ohio State patrol and Ohio Administrative Code.

Qualifications:

1. Must be able to direct a staff, successful experience in supervisory position preferred.
2. Knowledge of school bus traffic laws, safety, and routing.
3. Valid drivers license, CDL with school bus passenger endorsement, and a good driving record.
4. High school graduate or equivalent.
5. Experience with transportation systems and computerized busing programs.
6. Physically able to perform all items listed in the essential duties.
7. Good computer skills.
8. Ability to organize and handle multiple tasks simultaneously.
9. Good attendance record.
10. Ability to promote good public relations.
11. Ability to deal with all types of people.
12. Ability to interact with staff, students, parents and community.
13. Validation of qualifications as determined by an interview.
14. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.

Required Knowledge, Skills and Abilities:

Strive to remain current with knowledge, skills, and abilities as related to position. State, Federal, local laws, pre-service regulations, ability to get along with people, ability to relate and develop positive rapport with school age children.

Essential Duties:

1. Annually establish all public and parochial bus routes for which the school system is responsible.
2. Work with elementary principals to establish kindergarten numbers and bus assignments.
3. Work closely with, and be in attendance for annual inspections by the Ohio Highway Patrol.
4. Hold periodic driver safety meetings.
5. Coordinate and/or assist with training programs within the transportation department.
6. Complete all transportation-related reports such as T1, T2, T11B, accident reports, etc. Submit copies of such to administration.
7. Secure substitute drivers as needed.
8. Work closely with special needs department in order to determine vehicle needs.
9. Work with vehicle drivers to establish routes.
10. Ensure substitutes are properly trained and assigned.
11. Recommend replacement drivers.
12. Work closely with bus mechanics in scheduling maintenance, and obtaining records and information for required reports.
13. Investigate parent complaints.
14. Schedule all non routine field trips.
15. Maintain a current district map, a current roster of pupils transported, and prepare all reports applicable to the transportation department.
16. Make periodic on-site interior inspection of buses for cleanliness and compliance with bus regulations.
17. Assist in the preparation of the budget for the department.
18. Schedule driver's physical (required annually).
19. Create/maintain information for substitute drivers.
20. Inspect bus turnarounds and check bus stops for safety.
21. Route discipline problems through the proper channels to building principals.
22. Work with building principals and drivers to ensure effective discipline on the bus.
23. Keep abreast of new techniques and operations concerning transportation.
24. Work on committees as assigned.
25. Conduct annual bus driver meetings.
26. Attend annual kindergarten meeting.
27. Address grievances during the informal step.
28. Quality control pays sheets for the transportation department.
29. Evaluate drivers.
30. Maintain radio contact with all vehicles as needed.
31. Maintain respect for all matters of a confidential nature.
32. Work additional hours as necessary to deal with emergencies.
33. Coordinate drug and alcohol testing
34. Resolve disputes between drivers.
35. Review Blood borne Pathogen policies annually.

36. Oversee CPR/First Aid Training.
37. Secure driver abstracts bi-annually.
38. Execute all billing related to the transportation department.
39. Act as a resource for contract negotiations.
40. Other duties as may be assigned.

Equipment Operated:

Operate as directed all equipment related to position that may include but not limited to:

1. School bus.
2. Fuel master pumps.
3. Garage door (manual/automatic).
4. Pressure washer.
5. 2-way radio, cell phone and multifunction telephone.
6. Software related to the transportation department.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional exposure to unruly children
3. Occasional exposure to angry adults.

Board Approved 7/18/2013