

Blackwater Community School

Job Description

Job Title: Transportation Supervisor

Department: School Transportation

Reports To: Principal

FLSA Status: Exempt

Prepared/Revised By: Jack Sharma

Prepared Date: July 25, 2018

Approved By:

BOT Approved Date: July 31, 2018

Summary: Responsible for school's transportation, vehicle and records maintenance.

Certificates, Licenses, Registrations

Valid Arizona CDL (B) License

Valid Arizona DPS Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

Education and/or Experience

High School Diploma or equivalent and six months to one year related experience and/or training; or equivalent combination of education and experience.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Supervises the school's transportation staff. These duties include coordination of staff's: professional growth, accountability, scheduling and teamwork.
- Plans, schedules and oversees routine preventative maintenance tasks.
- Coordinates and/or lead staff training to improve work quality, ensure safety, or ensure compliance with state/federal regulations.
- Directs recording of expenses and analyzes purchase and repair costs to control expenditures.
- Maintains required transportation health and safety documents.
- Drives school bus routes as needed during absences or field trips.
- Coordinates emergency transportation needs of the students during the school day.
- Inspects transportation equipment and vehicles to determine need and extent of service, equipment required, and type and number of operation and maintenance personnel needed.
- Inspects automotive equipment, scheduling needed repair or service work.
- Procures state required certificates of title and arranges for registrations and state inspections.
- Arranges for insurance coverage on vehicles.
- Assigns trucks, vans and passenger cars for use and maintains list of staff authorized to use vehicles.
- Provides prompt attention to safety repairs/issues.
- Works with front office staff to ensure all busses have cleared for the day, including after school program busses.
- Secures school perimeter at the end of the day

Supervisory Responsibilities

Directly supervises and shares transportation employees in the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Skills and Abilities: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to work within approved budget and conserves organizational resources.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to handle all tasks objectively, consistently and within administrative policy guidelines.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to prioritize tasks for timely completion.
- Ability to consistently be at work and on time.
- Ability to exhibit confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; outside weather conditions and extreme heat. The employee is frequently exposed to extreme cold and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date