

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Transportation Supervisor

REPORTS TO: Chief Operations Officer

BASIC FUNCTION:

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public. Ensure the school district transportation system is in accordance with state law, state regulations, and school district policies.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance.
- Develop knowledge of areas assigned including location of streets, new developments, schools, and school district boundaries; develop an awareness of traffic patterns within the area.
- Plan and coordinate regular bus schedules and organize emergency routing as needed
- Organize, plan, direct and implement operations and activities involved in student transportation to assure and effective transportation services.
- Plan and direct pre-service and in-service training of bus drivers and monitors that complies with state standards as well as district required trainings.
- Train, assign, direct, review, evaluate and maintain personnel folders on all transportation employees.
- Instruct drivers on individual route assignments; maintain current records of routes and route changes within the district.
- Assign substitute and stand-by drivers; assure bus routes are covered.
- Approve bus request and assign drivers for all extra-curricular activities.
- Determine need for purchasing of new school buses and other equipment.
- Maintain fleet inventory including license and registration.
- Coordinate with local Headstart to provide services to their fleet, sub drivers, and bill for such services per contract.
- Monitor and control budget according to established guidelines.
- Receive and resolve issues, concerns, and complaints concerning student transportation services from parents, administrators; direct to appropriate personnel and monitor resolution.
- Gather information in regards to inclement weather and road conditions to make recommendation to Superintendent on school closings, delays, and dismissals.
- Monitor conditions of roads and turnarounds of all bus routes and report any unsafe or hazardous conditions.
- Assist with taking drivers involved in an accident to be drug tested as per board policy.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern practices, procedures and equipment for the operation of a school district transportation system.
- Provisions of the Kentucky Motor Vehicle Code and the Kentucky Administrative Regulations applicable to the operation of vehicles used to transport students.
- Special transportation State reimbursements.
- Rules and regulations affecting school district transportation department.
- Record-keeping techniques.
- Bus driving techniques and safety.
- Oral and written communication skills.
- Health and safety regulations including proper lifting techniques.
- Proper methods of storing equipment, materials and supplies.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Modern office practices, procedures and equipment.
- Communicate effectively both orally and in writing.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull heavy weight

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and at least three years of responsible experience in student transportation or related experience.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Commercial Drivers License with Class B driver's license Passenger Endorsement or willingness and ability to obtain such within 6 months after hire date.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: