

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Transportation Supervisor

**REPORTS TO:** Chief Operations Officer

**SUPERVISES:** Bus Drivers, Sub Drivers, Bus Monitors and Sub Bus Monitors

**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.
- Be the Point of Contact to resolve issues for drivers attendance, dispatching, student and driver behavior and examine video as needed.
- 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.
- Maintain bus garage parts inventory
- Assist to keep all work orders entered and the status of those up to date
- 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.
- Assist finance with monthly and quarterly district wide grant billing.
- 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 the 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 with a Passenger and School Bus Endorsement and be a Kentucky School Bus Driver Trainer or have the 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.	
<b>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.</b>	
Employee Signature:	Date: