TRANSPORTATION SUPERVISOR

Responsible To: Superintendent.

Responsibilities: The Transportation Supervisor is responsible for overseeing all aspects of the operation of a safe and efficient school transportation department. The Director plans, organizes, and implements preventative, emergency and restorative maintenance of the District’s bus fleet and is responsible for district pupil transportation. The Director supervises all transportation personnel.

Terms of Employment: Salary and work year established by the school board upon recommendation of the superintendent.

Evaluation: Annually by superintendent.

Required Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
- High school diploma and post high school training in engine, suspension, transmission repair, and/or experience in transportation-related business.
- Ability to acquire and maintain certification as a Washington State School Bus Driver Trainer
- Ability to acquire and maintain a valid Washington State driver’s license with appropriate endorsement CDL Class B with air brake endorsement
- Knowledge of general and diesel mechanics as related to buses, maintenance vehicles, delivery trucks, vans and equipment
- Must be computer knowledgeable
- Hold or ability to acquire a First Aid card
- Be able to lift a minimum of 75 pounds and carry it for 50 feet or more
- Neat and clean
- Drug/alcohol free and subject to same drug testing requirements as bus drivers
- Must pass criminal background check
- Able to work outdoors in inclement weather

Preferred Qualifications:
- Must have an outstanding attendance record and proven physical and mental requirements necessary to carry out required duties
- Three years or more management experience in public school transportation
- Demonstrated aptitude or competence for assigned responsibilities
- Demonstrated leadership abilities
- Ability to establish and maintain productive working relationships with administration, staff and public
- Demonstrated ability to train, supervise and assist in evaluating staff
- Good communication and interpersonal skills
- Consideration will be given for non-school district transportation experience

General Performance Responsibilities
- Consistently able to work effectively, rapidly, and pleasantly under pressure and time constraints
- Enjoy working with children and adults
- Communicate effectively with drivers, parents, teachers, and administrators clearly, pleasantly, and professionally
- Address parent complaints responsibly
Colfax School District Employee Job Description

- Serve as first contact for all transportation requests, suggestions, and complaints, conferring with and deferring to the superintendent when necessary.
- Maintain confidentiality; does not discuss personnel, students or student/teacher matters outside the school setting
- Accept responsibility for appearance and atmosphere of the bus garage

**Essential Job Related Activities:**
- Supervise the use of all District transportation equipment
- Establish procedures for the procurement of resources necessary for the maintenance, upkeep and repair of all transportation equipment in accordance with purchasing and personnel policies of the District
- Provide written recommendations to the Superintendent with suggested specifications when additional equipment is needed
- Evaluate school bus drivers as to their driving performance; recommend appointments or release of transportation personnel
- Prepare and maintain efficient route planning
- Recommend and administer transportation budget, provide appropriate supplies, and plan for maintenance of equipment assigned to the Transportation Department
- Respond to emergency situations at any time
- Maintain regular, effective communication with the Superintendent and other building personnel
- Maintain a standardized record keeping and reporting system for all school bus driver training
- Maintain accurate records and reports of operational costs on all equipment and submit required information for state reports, other reports and forms as requested
- Procure and monitor driving abstracts for every driver from the Department of Licensing annually
- Ensure that all certified drivers are currently qualified to administer basic first aid
- Ensure that each bus driver has a current driver’s license (CDL) properly endorsed for intermediate or combination vehicles
- Accept full responsibility for conducting and administering school bus driver training programs with meet or exceed established standard and ensure driver competency.
- Assign, coordinate and dispatch all extra-curricular trips
- In cooperation with the Superintendent, monitor road conditions during periods of inclement weather and recommend school closure when necessary
- Establish and maintain a good public relations program designed to promote understanding of and support for the transportation program
- Conduct accident investigations and supervise accident reporting to appropriate law enforcement and insurance agencies
- Perform preventative and restorative mechanical work on school buses and district vehicles
- Repair gasoline and diesel engines, electrical systems, brakes, transmissions, and other mechanical systems associated with school buses and district vehicles
- Serve as a substitute driver when necessary
- Ensure the drug/alcohol safety and screening programs are effectively implemented

**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.
- Must be capable of operating school buses safely under stressful situations when transporting students
- Must possess excellent visual acuity to operate school bus in a safe and proper manner
- Adequate hearing and ability to communicate with students and co-workers without restrictions
- Ability to complete forms, reports, and other basic clerical related duties
Colfax School District Employee Job Description

- Possess the ability to train and provide in-service sessions for the school bus drivers
- Maintain records and certification requirements
- Capable of standing and walking without restrictions.
- Capable of forward bending and stooping at waist on a regular basis
- Ability to kneel on knee(s) frequently
- Excellent visual ability to perform mechanical repair and operate school bus safely
- Capable of meeting visual and hearing standards for school bus operator
- Ability to use lower extremities to operate manual transmission (clutch)
- Good upper body strength in the hands, wrists, arms and shoulders to grasp, grip, handle and manipulate objects in performance of job duties on a constant basis

**Work Environment:**
Workers are exposed to cold, hot and wet conditions when preparing bus for transporting students during inclement weather. Vibration and jarring is slight to moderate. Workers are exposed to dust, toxic chemicals and petroleum products which require appropriate safety measures.