

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title _____ Transportation Area Supervisor _____

Supervisor's Title _____ Transportation Supervisor _____

Date Prepared _____ **Date Reviewed** 6/99 **Date Reviewed** _____

Employee/Incumbent Review _____ **Immediate Supervisor Review** _____

Dept Aprvl _____ **GCEA Review** _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Responsible for direction, training, work assignment, performance evaluation, paid and unpaid leave, work quality of assigned area drivers, and determines whether assistants are needed to insure desired discipline and safety levels. Makes policy and procedures recommendations. Recommends selection, retention and discipline of drivers. Participates in conferences with parents and school authorities, public and school/transportation relations. Assures student safety through planned and practice bus evacuations, bus inspections and training students in proper behavior on buses, and other student safety related programs such as bicycle and pedestrian safety. Maintains logs, rosters, registers, and a variety of other files. May be assigned the responsibility for special education bus routing including pick up locations, route assignments for drivers, assigns students to routes for transportation to specific schools. Participates on the Transportation committee. Makes maps for district use and maintains maps for the transportation department. Assists drivers with wheel chair securement devices (car seats and safety harnesses) and student seating.

Essential Functions

Responsible for direction, training, work assignment, performance evaluation, vacation and other leave planning, and work quality of assigned area. Recommends selection, retention and discipline of drivers. Monitors road performance of drivers providing verbal and written feedback. Provides support services to drivers such as area maps, route forms, logs, and helpful file data. Trains all new drivers, introduces them to buses and bus features and Transportation support facilities such as Fleet Maintenance, bus wash, fueling area, upholstery and body repair, Transportation Office staff and record keeping and reporting procedures. Monitors effectiveness of district transportation policies and procedures and makes recommendations for change.

May be assigned to coordinate the bus routes for over 200 bus routes for approx. 2000 special education students. Transportation service is curb-to-curb as requested by the district

placement coordinators. Must balance routes to minimize overloading and delays. Provides support services to drivers such as area maps, route forms, logs, and helpful file data. Supervises the work of one secretary assigned to Special Education and Transportation.

Participates in conferences with parents and school authorities. Shares responsibility for public and school/transportation relations. As part of safety program, inspects buses at the beginning and ending of school year for damage, cleanliness, and availability of safety equipment. Schedules Utah Highway Patrol inspections (twice a year). Trains students in proper and safe behavior on buses and coordinates semi-annual bus evacuation. Maintains National Safety Council vehicle accident register and district bus accident report roster. Participates in analysis of bus accidents.

Monitors files containing bus inspection and repair forms. Monitors computer printout of student counts for busing and bus ride eligibility. Acts as liaison between bus drivers and mechanics. At the direction of the Director or Supervisor, performs monthly alcohol testing for bus drivers, mechanics, food service drivers, warehouse drivers and grounds drivers. Provides input to the Director as to the needs for school bus purchases and buses to be sold. Fills in for Transportation Supervisor on occasion. Assists with scheduling problems, field trip problems, trip reassignments, assignment of spare buses to breakdowns, route planning and changes. Takes calls at home until 9:00 pm and from 5:00 am to 5:30 am to cover routes and field trips for absent drivers. Spot-checks speed of drivers with radar equipment as needed.

Performs accident reviews in both transportation and other departments. Plans and conducts annual bus Road-e-o and participates with state Road-e-o Committee. Conducts and participates in driver discipline hearings. Pre-screens driver applicants, interviews them and recommends for or against employment. Performs alcohol testing.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must be a qualified bus driver. Must be knowledgeable concerning Utah State and National School Bus Standards, related safety equipment and procedures. Needs to have a basic understanding of special education students and the district transportation system established for their transportation. Must be qualified in defensive driving, First Aid (including CPR), drug testing, assertive discipline. Must be patient and tactful in dealing with public and with drivers. Must understand the principles and procedures of bus routing. Must know how to operate visual aid equipment include operation of an 8 mm camera for silent witness.

Minimum Entrance Requirements for Training

High School Diploma or equivalent. Must complete driver training and obtain Utah

State Certificate. Must complete requirements of Commercial Drivers License (CDL). Must successfully complete courses in First Aid, CPR, alcohol testing, assertive discipline and Operation Life Saver. Must be a State or District Certified Instructor from the Utah State Office of Education. Must be a 3rd party tester for CDL. Must be computer literate. Must be trained to recognize drug and alcohol impairment so reasonable suspicion testing can be performed by State certified laboratory.

Minimum Entrance Requirements for Prior Experience

Must have four years of job related work experience (to include two years as a driver) with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Instructs new drivers and monitors performance of all drivers in assigned area. Determines whether drivers will be acceptable to district. Assists in route development and changes including relocating bus stops. Makes (and changes as needed) driver assignments. Assists in training of drivers. Monitors driver speed through periodic radar testing.

Interaction with Others (Non-Supervisory)

Interacts with parents, students, teachers, and administrators.

Supervision

Directly supervises all bus drivers in assigned area. Makes work and route assignments to drivers. Sees that all routes are covered including taking calls from ill drivers at home at all hours of the day. Monitors driver performance. Performs formal driver performance evaluation. Evaluates feedback from parents, school authorities and others concerning driver performance.

Working Environment

Rides with drivers frequently in all kinds of weather and road conditions. Must deal with a variety of student rider groups. Must be able to meet emergencies (driver ill, bus needing repair, bus accident, etc.). May fill in for others during vacation and sick leaves. Handles complaints concerning route boundaries, bus stop locations, scheduling, student discipline, field trip problems. Knows the problems, challenges and performance of drivers. Responds to their needs.

Physical Demand Characteristics

The Transportation Area Supervisor must have the ability to meet rigid annual physical examinations meeting all ICC and National Standard 17 requirements. Most lifting is under 100 pounds. While filling in for drivers, must have the physical ability to secure students in their seats (i.e. seatbelts, restraints, harnesses, wheelchair passengers) or may on occasion stop and intervene physically during behavior problems en route. Physical health must allow for the maintenance work required including under the bus inspection and changing belts, tires, and fluids.