

Arlington School District No. 16  
Job Description

**JOB TITLE: Assistant Supervisor of Transportation**

<b>CLASSIFICATION:</b>	Exempt, Non-represented
<b>LOCATION:</b>	Transportation
<b>REPORTS TO:</b>	Supervisor of Transportation
<b>HOURS:</b>	200 days

**SUMMARY:** The Assistant Supervisor of Transportation works independently and with limited supervision to support the day-to-day safe and efficient operation of the district transportation program. The Assistant Supervisor is responsible for a variety of duties including driver supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned.*

- Direct extra trip sign up, assign drivers, schedule equipment and post all related information
- Assist with recruitment and selection activities
- Assist supervisor in day to day operations of the department
- Assist with the development and adjustment of bus routes and schedules, maximizing efficiency and safety utilizing electronic routing programs and student information systems
- Assist with Transportation Department vehicle maintenance and purchase programs
- Assist with the development, scheduling, and delivery of in-service training programs and programs to support and enhance department professional skills and morale
- Schedule and assist in road tests and other evaluations for probationary drivers and make recommendation of those qualified for permanent employment
- As part of a team, check roads during inclement weather and assess feasibility for safe transportation
- Participate as needed in the resolution of employee, community, school, and parent concerns regarding transportation
- Maintain timely regular and positive communications with schools and departments
- Attend regional professional meetings as assigned by supervisor
- Maintain confidentiality of communications and records
- Screen Medical Examiner Certificates for all authorized drivers
- Update OSPI 1799 electronic report
- Perform all duties of school bus driver as assigned
- As part of a team, schedule and track drug and alcohol testing of department CDL holders
- Schedule and track emergency evacuation drills
- Be a positive representative of the district

**SUPERVISORY RESPONSIBILITIES:**

Supervises office staff, drivers, and mechanics in absence of Transportation Supervisor

**QUALIFICATION REQUIREMENTS:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent and experience in the field of student transportation systems

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Type I school bus driver authorization with Washington state driver's license and satisfactory driver record
- Driver Trainer's Certificate
- First Aid/CPR card

**SKILLS AND ABILITIES:**

- Knowledge of computer, word processing, and spreadsheet software
- Knowledge and ability to follow established guidelines for dispatching drivers and buses on a daily basis
- Ability to develop and maintain positive and working relationships with all levels of organization
- Ability to communicate effectively, orally and in writing
- Ability to manage and resolve conflict
- Ability to successfully complete the Supervisor Drug and Alcohol Awareness training, monitor drivers for signs of substance abuse, and respond if there is reasonable suspicion of substance abuse
- Knowledge of regulations and reporting requirements for pupil transportation in Washington
- Knowledge of fuel purchase and fueling operations
- Knowledge of heavy vehicle maintenance and acquisition

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, laws or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from groups of administrators, customers, the general public and the board of directors.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

**REASONING ABILITY:**

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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 regularly required to walk, stand on cement floors for extended periods of time, perform repeated pushing and pulling movements, and use the hands to handle, finger, or feel objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the 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.*

Environmental conditions can include exposure to bus exhaust fumes and exposure to adverse weather conditions. Typically, the noise level in the work environment is moderate to high.

While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The employee has direct responsibility for the safety and well being of others. Interruptions are a common occurrence.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*