

Arlington School District No. 16
Job Description

JOB TITLE: Transportation Supervisor

CLASSIFICATION:	Administrative - Exempt
LOCATION:	Transportation
REPORTS TO:	Executive Director of Operations
HOURS:	260 days/year

SUMMARY: The Supervisor of Transportation is responsible for the day-to-day safe and efficient operation of the district transportation program. The Supervisor will plan, direct, coordinate, and oversee all functions pertaining to transportation, security, and safety programs, including personnel, equipment, and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide direction, leadership, and planning for the Transportation Department consistent with district policy and goals
- Monitor department budget
- Develop and adjust bus routes and schedules, maximizing efficiency and safety
- Hire, train, assign and supervise department staff, and complete performance evaluations
- Develop and implement programs to ensure compliance with safety, regulatory and reporting requirements
- Assist with Transportation Department vehicle maintenance and purchase programs
- Develop and maintain in-service training programs and programs to support and enhance department morale and professionalism
- Check roads during inclement weather and assess feasibility for safe transportation
- Resolve employee, community, school and parent concerns regarding transportation
- Maintain timely regular and positive communications with schools and departments
- Investigate accidents and modifies policies and procedures to enhance safety
- Implement processes to improve department efficiency
- Monitor training records and certification requirements of drivers
- Attend regional professional meetings
- Monitor the Transportation Department safety program, including first aid instruction and OSPI-approved driver training program
- Evaluate probationary drivers and make recommendations for permanent employment
- Ensure the department has current records of changes in district policy, procedures and state regulations pertinent to transportation
- Serve as member of district safety committee
- Ability to develop and maintain positive and effective working relationships with all levels of organization
- Maintain confidentiality of communications and records
- Promote and practice professional growth and development
- Other duties as assigned

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.*

SUPERVISORY RESPONSIBILITIES: Supervises Transportation Assistant, office staff, drivers and mechanics

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent and experience in the management of student, public, or private transportation systems, including supervision of staff.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Type I school bus driver authorization with Washington state driver's license
- First Aid/CPR card

SKILLS AND ABILITIES:

- Ability to develop and maintain positive and effective working relationships with all levels of organization
- Ability to develop and implement effective long-range plans
- Ability to communicate effectively, orally and in writing
- Ability to manage and resolve conflict
- Ability to use effective management and administrative practices
- 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 manuals, technical procedures, laws, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from administrators, students, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages, and totals and to apply concepts of basic mathematics. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, tables, etc.

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.

August 2023