



TRANSPORTATION SUPERVISOR

Classification: Professional-Technical Level 6

Location: District Office

Reports to: Director Finance of Transportation

FLSA Status: Exempt (Executive)

Employee Group: Professional-Technical (Supervisor)

The job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as its needs and job requirements change.

Part I: Position Summary

Responsible for planning, managing, operating, and supervising the district transportation program. Establishes and sustains a level of operations and service that assures student safety and supports a positive educational environment.

Part II: Supervision and Controls over the Work

Serves under the broad guidance and administrative supervision of the director of transportation. The supervisor is held responsible for results regarding the effectiveness of planning, policies, and programs and for achieving management goals and objectives. Work is guided by and must comply with federal and state law, the policy direction of the school board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

As the principal manager of transportation, the position is responsible for:

Program Management:

1. Planning and programming: Stays abreast of the development, operations, and innovations in the field of student transportation and changing regional and local trends that may impact program effectiveness. Participates in discussions on transportation needs and issues and the impact demands and challenges will have on program management. Maintains a program of monitoring and inspection that will assure early awareness of problems, issues, and challenges that may impact program accomplishment. Applies transportation management software to assist in program planning and management.
2. Contracting and financial management: Participates and/or leads the development of bid specifications for contracted transportation services. Reviews bids, conducts assessment of bidder capabilities, and the recommendation of bid awards. Monitors the approved budget for contractual services and in-house transportation operations. Takes the initiative to recognize cost issues promptly and develop recommendations and strategies to ensure effective transportation program management. Administers the approved budget and reviews and approves payments in compliance with budget decisions, program objectives and priorities, and district financial management and fund control processes and procedures. Applies financial software systems to approve, track, and achieve and sustain effective program management.

3. Representation and negotiations: Establishes and maintains a good public relations program designed to promote understanding of and support for the school transportation system. Negotiates and administers contracts with transportation service providers. Continually monitors the program to identify when changes are needed. Takes action to meet and negotiate with contractors on changes and modifications to maintain program objectives. Maintains a close working relationship with the state department at the Office of the Superintendent of Public Instruction (OSPI) to provide input on transportation costs, state funding formulas, driver training, and state regulations. Meets with transportation personnel from other districts to pool experience, solve problems, and make recommendations for state and federal transportation policies.
4. Staff supervision: Organizes, directs, and staffs the organization. Assures that functions are effectively structured, and work procedures are in place to achieve high integration and synergy across program functions. Structures positions and identifies skill sets essential to developing and delivering quality programs and services. Recruits and places staff members based on skills and values essential to achieving the program delivery and customer service level essential to a highly effective organization. Manages assigned staff to include induction, training, assignment of duties and responsibilities, evaluation of performance, and addressing employment issues and concerns. Assesses, evaluates, and provides for professional development of staff members that will foster the achievement of department goals and objectives. Creates communication, collaboration, and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment where all staff members are comfortable and forthcoming in sharing their ideas, needs, and concerns. The staff collaboratively works together to seek solutions and resolutions. Participates as a district representative in employee labor contract negotiations.
5. Safety: Responsible, in collaboration with other district staff and contractor staff, for transportation safety and security. Establish procedures and controls to ensure the safety of staff and students and compliance with federal laws and state statutes for student transportation. Coordinates all vehicle accident investigations with the safety and training officer and coordinates proper reporting to law enforcement and insurance agencies. Initiates corrective action when appropriate. Provides leadership for the district's emergency preparedness system through planning and coordination of training. Serves as a first responder to emergency and after-hour situations involving the program.
6. Policy formulation and guidance: Recognizes the need for and formulates policies necessary to implement district goals and objectives, ensure effective implementation and operation of assigned programs, and ensure student safety (e.g., walking areas and bus stop locations) and student bus discipline. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the department's goals and to serve the overall needs of employees, managers, and the organization.
7. Program evaluation, analysis, and feedback: Establishes a data collection and analysis system that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, a comprehensive assessment review of all programs is conducted to determine their effectiveness and contribution to the department's mission and identify problem areas, areas of high success, and areas in need of change. Prepares structured presentations for the superintendent to share the program evaluation results.

Program Operations:

1. Supervises the dispatchers in planning bus routes, schedules, and stops to comply with policies provided by the board of directors, OSPI, and Washington State Patrol.
2. Supervises the transportation maintenance, preventative maintenance, and repair of the district's motor vehicles and associated equipment.
3. Develop specifications with users and the purchasing department to acquire motor vehicles and associated equipment. Plan for and make recommendations for the timely replacement of motor vehicles and associated equipment.
4. Develop and recommend policies and administrative regulations regarding hazardous walking areas and the pupil transportation department for board consideration.
5. Develop guidelines for operators of district vehicles, which include, but are not limited to, operation procedures, department of licensing checks, and operator responsibilities. Ensures compliance with and records maintenance for state law regarding licensing, registration, and operation permits for all district vehicles and vehicle operators. Ensures compliance with and administration of drug testing program.
6. Coordinates the efforts of school officials, parents, students, and drivers to resolve or prevent discipline problems or other unsafe conditions in the student transportation system.
7. Monitors and makes recommendations to ensure that the district's radio communications system functions appropriately to provide communications during emergencies and day-to-day operations.
8. Collects data and extensively develops all required bus transportation reports using data processing. Ensures that all the necessary reports are submitted to the proper agencies on time.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Experience working or interacting successfully with culturally diverse families and communities must be required, or they must have demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Minimum of two years of college education in transportation management, safety, or directly related fields.
3. Minimum of five years of transportation management experience, including staff supervision in a comparable environment.
4. Strong analytical, program management, and supervisory skills.
5. Strong understanding of "client-centered" support.

6. Effective oral and written communications.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
9. Demonstrated leadership and supervisory ability.
10. Valid Washington State driver's license, commercial driver's license, and safe driving record.
11. May be required to participate in a random drug testing program.

Part V: Desired Qualifications

1. Bachelor's degree in transportation management, business, or related fields.
2. Successful experience in an educational environment.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear, and speak.

The employee must occasionally lift and/or move up to 50 pounds and greater when responding to emergencies involving students.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may be required to perform extensive work at a computer display terminal.

May be exposed to inclement weather environment when supervising transportation operations.

The employee may sit or stand for longer than two hours at a time, lift objects repeatedly, and undertake repeated motions.