



# TRANSPORTATION SUPERVISOR

Classification: Professional-Technical Level 6

Location: District Office

Reports to: Executive Director Finance & Business Services    FLSA Status: Exempt (Executive)

Employee Group: Professional-Technical (Supervisor)

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

## **Part I: Position Summary**

Responsible for planning, management, operation, and supervision of the district transportation program. Establishes and sustains a level of operations and service that assures student safety and supports to a positive educational environment.

## **Part II: Supervision and Controls over the Work**

Serves under the broad guidance and administrative supervision of the executive director of finance and business services. The supervisor is held responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of management goals and objectives. Work is guided by, and must be in compliance with federal and state law, policy direction of the school board, and compliance with state and local regulatory agencies.

## **Part III: Major Duties and Responsibilities**

As the principal manager for transportation, 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 in a timely manner and to develop recommendations and strategies to assure effective management of the transportation program. 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 for pooling of experience, solving of problems, and making 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 a high level of integration and synergy across programs functions. Structures positions and identifies skill sets essential to the development and delivering of quality programs and services. Recruits and places staff members based on both skills and values essential to achieving the level of program delivery and customer service that is 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 in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which 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. Establishes procedures and controls to assure the safety of staff and students and compliance with federal laws and state statutes for student transportation. Coordinates with the safety and training officer all vehicle accident investigations 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 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 and to assure effective implementation and operation of assigned programs and to assure 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 goals of the department and to serve the overall needs of employees and managers and the organization.

7. Program evaluation, analysis and feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

**Program Operations:**

1. Supervises the dispatchers in the planning of 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 and preventative maintenance and repair of the district's motor vehicles and associated equipment.
3. Develops specifications in conjunction with users and purchasing department for the acquisition of motor vehicles and associated equipment. Plans for and makes recommendations for the timely replacement of motor vehicles and associated equipment.
4. Develops and recommends policies and administrative regulations for board consideration in regard to hazardous walking areas and the pupil transportation department.
5. Develops 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 with regard to 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 in an effort 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 is functioning at an appropriate level to provide communications during emergencies and day-to-day operations.
8. Collects data and develops all required bus transportation reports with extensive use of data processing. Ensures that all required reports are submitted to the proper agencies on a timely basis.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening 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 and commercial driver license and safe driving record.
11. May be required to participate in 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 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 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 emergency situations involving students.



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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee 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, may lift objects repeatedly, and may undertake repeated motions.