



Transportation Supervisor

FLSA Status:

Exempt

Qualifications:

High School diploma or equivalent. Valid Missouri CDL Class B or higher with a "P" and "S" endorsement as prescribed by state law. Must be certified as a Missouri School Bus Driver Instructor. Experience in and knowledge of the Platte County School District.

Experience:

Job related experience. Possess the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position.

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Pro/Tech Salary Schedule:

Range C

Reports to

Director of Transportation

Terms of Employment

Eleven months, salary and work year to be established by the Board of Education. Benefits according to Board policies.

Purpose Statement

Supervises and trains transportation employees in skills and safe practices to assure the safe and efficient transportation of students and other school bus passengers. Works with students and school staffs to convey and teach students about school bus safety. Performs many of the daily dispatch functions and supervises drivers' performance. Works with drivers to address and correct deficiencies and unsafe, or non-compliant, performance practices.

Essential Job Functions

- Provides or coordinates training of all new and bus aides in Transportation Department and District policies and practices and related state and federal laws.
- Provides training to all new bus drivers to ensure their ability to attain a Class B Commercial Driver's License with appropriate equipment endorsements (passenger and air brake) and a Missouri School Bus Driver (S) endorsement.
- Conducts performance evaluations on each bus driver and bus aide, through observations and/or check rides, to assess adequacy of training or identify additional training needs.
- Coordinates and arranges with District health staff for CPR and Basic First Aid classes for the Transportation Department and other employees as needed.

- Conduct Defensive Driving Classes for all bus drivers.
- Conduct specific training for bus drivers and bus aides of special needs students including, but not limited to, proper wheelchair securement, handling, and lift procedures.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- May be required to act as the Assistant Director in the absence of the Director of Transportation or Assistance Director of Transportation.
- Functions as an integral part of the transportation management team. Works with the Director of Transportation on confidential labor and employment matters.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills in dealing with district employees, parents, students, and the general public.
- Adheres to and demonstrates good safety practices.
- Ability to understand and adhere to all District rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; bus routing and dispatching; codes/laws/rules/regulations/policies; and safety practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and effective communication skills.

Physical Demands

The employee must be able to sit for long periods of time. Occasionally walk and stand. Frequently bend and twist the torso and neck. Frequently use repetitive arm, wrist and hand movements. Occasionally lift up to 75 pounds. Use close, distance, and peripheral vision as well as depth perception.

Conditions and Environment

The individual who holds this position must be willing to work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Will often work in an area with a high noise level including engine noise and the sound of many children speaking.