

SECTION I: GENERAL INFORMATION

Classification Title: Transportation Supervisor	Department: Transportation	Unit: Unaffiliated
Immediate Supervisor: Director of Business Services	Grade Placement:	FLSA Status: Exempt

Job Summary:

Under the direction of the Director of Business Services, the Transportation Supervisor is responsible for supervising the personnel and operations of the Transportation Department in providing an efficient and safe environment for transporting students to and from school.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees and directs the activities and personnel of the transportation department.
 - Recruits, interviews and selects new personnel.
 - Delegates work, monitors compliance to department procedures and standards.
 - Schedules, orients and/or trains department personnel.
 - Evaluates staff performance and handles personnel actions.
 - Resolves transportation, student conduct, and safety problems, issues and concerns raised by parents, principals, students or other district personnel.
2. Oversees the planning, scheduling and routing of transportation routes and co-curricular trips, events, etc.
 - Works with all parties to assure understanding of proper district procedures and compliance during bus trips.
 - Supervises routing specialist personnel in establishing and adjusting transportation routes and scheduling.
 - Resolves and handles all trip issues.
3. Oversees, manages and handles fleet management activities for the district.
 - Supervises lead mechanics and mechanics in the maintenance and repair of district vehicles.
 - Plans for, develops, recommends and implements bus replacement schedules in collaboration with the Director of Business Services and District officials.
 - Coordinates and/or prepares bid specifications and award recommendations for major department purchases.
 - Assures and vehicles meet safety requirements, laws, and inspection requirements.
4. Plans, develops, recommends and administers the department operating budget addressing staffing levels, service requirements, facility/maintenance expenses, and related expenses.
 - Oversees the procurement of necessary supplies and materials for the department.
5. Administers all busing needs for special needs students. Provides for driver training, special equipment and reporting requirements. Ensures the safety of students by monitoring policies on restraints, ride times, exchange requirements and handling procedures.
6. Coordinates and oversees the preparation and maintenance of department files, records and logs. Coordinates the preparation of transportation reports required by the State of MN or District.
7. Performs other duties of a comparable level or type, as required.
 - Attends training sessions, conferences, seminars, district and departmental meetings.
 - Keeps abreast of changing developments, trends, and technologies related to job responsibilities.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Major field of study or degree emphasis: Logistics, Business, Fleet Management, Business or related area.	
High school diploma or GED.			
1 year college	x		
3 years college		4 years college	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of relevant laws, statutes, rules or guidelines pertaining to transportation or safety issues. • Fundamentals of transportation safety, operations and needs. • Fundamentals of transportation routing and scheduling. • Knowledge of business productivity software (i.e. Word, Excel, Access, PowerPoint, Outlook, e-mail) used in the daily administrative functions of the office and operation of computer desktop systems. • Knowledge of district administrative policies and procedures pertaining to HR, purchasing, budgeting, etc. • Supervisory and management principles, practices and methods. • Knowledge of general fleet maintenance and repair procedures and requirements.
1st year graduate level			
2nd year graduate level			
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 5 years transportation experience that includes 2 years leadership experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Class B Driver's License; DOT Drug and Alcohol Recognition Training; 3 rd Party Examiner Certification.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Applying judgment and principles in coordinating the set up, creation of and maintenance of bus schedules and routes. • Preparing required state and local reports of transportation. • Supervising, directing, delegating, scheduling and evaluating the work activities of bus drivers, fleet maintenance staff, and transportation personnel. • Planning and administering the transportation budget. • Planning and overseeing fleet operations including the purchasing of equipment, supplies, maintenance schedules and replacement/purchase of buses/equipment. • Judgment, discretion and problem solving skills to deal with bus discipline and behavioral issues with students, parents, drivers and staff. • Public/customer relation activities associated with addressing staff and/or community questions, answers or concerns pertaining to safety, scheduling or related transportation issues. • Investigating incidents, accidents or safety issues and resolving related conflicts, problems or issues. • Time management and organizational skills. • Driving and training staff in bus operations. 	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

	Titles of Positions Directly Supervised	# of Employees
1	Bus Drivers	55
2	Routing Specialist	2
3	Bus Paraprofessionals	13
4	Lead Mechanic	1
5	Mechanic	1
TOTAL		62

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
 Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee may be exposed occasionally to disagreeable or stressful conditions involving human interactions, unexpected hours and meetings.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
Created classification description 5/2016 BCC