

# **Bottineau Public School District**

## **Transportation Supervisor Job Description**

### **Qualifications:**

1. High school diploma or GED.
2. Management and supervisory skills.
3. A valid ND Class B Driver's License.
4. Excellent driving record.
5. Ability to read and comprehend technical documentation and information.
6. Knowledge and experience in automotive and diesel systems.
7. Ability to work and communicate with a variety of people.
8. Ability to use computers and other forms of technology.

### **Reports to:**

The Superintendent of Bottineau Public Schools

### **Supervisory Responsibilities:**

Bus drivers

### **Performance Responsibilities:**

1. Conforms to all state/federal laws and regulations regarding student transportation.
2. Maintains safety standards in conformation with state/federal and insurance regulations and develops a program of preventative safety.
3. Advised Superintendent on road/storm conditions for decisions of school closing during inclement weather.
4. Cooperates with Superintendent and other in planning school bus routes, dispatching drivers, and driving for all school-related activities.
5. Acts as a liaison with parents for special transportation requests and complaints.
6. Schedules bus drivers for bus routes and extra-curricular trips as needed.
7. Recruits, trains, and supervises all bus drivers.
8. Schedules, directs, and inspects work on school vehicles.
9. Plans for future maintenance and purchases of vehicles.
10. Establishes and maintains ordering system for vehicle supplies. Prepares specifications and secures vendor arrangements.
11. Studies and initiates changes that will lead to preventive maintenance on vehicles.
12. Assists the Superintendent in preparing, monitoring, and administering the transportation budget.
13. Submits weekly, monthly, and annual reports, logs, and other records as required by the district and state and federal agencies.
14. Keeps staff apprised of current issues, methods, and requirements through coordination of training and in-service activities. Ensures efficient communication among staff members through regular staff meetings.

15. Conducts periodic inspections of all vehicles during the school year and comprehensive inspections at the close of each school year.
16. Evaluates all district procedures to assure conformity with all federal and state laws and regulations regarding facilities maintenance.
17. Maintains a high level of ethical behavior and confidentiality.
18. Participates in required in-service training and workshops.
19. Provides a report during each monthly Board meeting.
20. Completes other duties as assigned by the Superintendent.

**Evaluation:**

Job performance is evaluated in accordance to district guidelines by the Superintendent of Bottineau Public Schools.