



David Douglas School District #40

Job Description

Supervisor

TRANSPORTATION SUPERVISOR

8 hours per day / 12 months
Salary: Range E, Exempt

POSITION PURPOSE

Works as part of a team with Transportation Manager to provide leadership and supervision of transportation services. Assures exceptional customer service internally and externally to schools, districts, and other governmental entities in the support of student achievement.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor (Transportation Manager). Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Decisions with district-wide implications are reviewed with supervisor. Employee has considerable latitude in interpreting and applying policies, rules and regulations. Work is measured mainly through the observance of results obtained.

Job Responsibilities:

- May include, but are not limited to, the following:

- Hires, trains, supervises, and evaluates the work of staff within assigned area of the Transportation Department. Ensures activities are completed efficiently and align with state laws, district policies, and contractual obligations. Completes yearly behind the wheel evaluations of drivers.
- Plans, directs, and supervises the repair and maintenance of the District's fleet including but not limited to school busses, activity busses, maintenance, and transportation vehicles, in compliance with governmental rules and regulations. Establishes and implements a sound preventive maintenance program and ensures detailed service records are maintained and that all district and customer vehicles are maintained to meet or exceed industry standards.
- Coordinates development and implementation of the driver training and safety programs.
- Recruits and recommends new hires, promotions, termination, and transfers to maintain staffing needs.
- Prepares, processes, and maintains all documents required to verify safety and medical certification and alcohol and drug testing of bus drivers.
- Assesses and responds to incidents, accidents, complaints, etc. during and after standard hours to resolve immediate safety concerns; works in concert with other managers to organize emergency routing.
- Works with Transportation Manager to advise administration about inclement weather conditions that may result in the closing of schools or school delays.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Prepares a wide variety of written materials (e.g. bid specifications, correspondence, reports, procedures, work instructions, etc.) to document and evaluate activities to improve operations in accordance with quality management and continuous improvement.
- Recommends policies, procedures and/or actions related to District transportation services for the purpose of providing direction for meeting the District's goals and objectives to Transportation Manager.
- Attend professional growth activities to keep abreast of innovative techniques in transportation and coordinate professional development programs for transportation staff.
- Works with Transportation Manager to develop, coordinate, and manage short- and long-range plans in transportation services to enhance educational excellence related to student access to schools.
- May cover school bus routes/assignments when needed.
- Performs other duties as assigned.

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QUALIFICATIONS:

Minimum Qualifications: Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

Education: Completion of an Associates degree in business or related field required, Bachelors degree in business or related field preferred.

Experience: Five years of progressively responsible experience in transportation operations. Two years of supervisory experience required.

Licensure Requirements:

- This position requires the use of personal or district vehicles on district business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record and evidence of insurability. In addition, individuals are required to pass a State of Oregon Department of Transportation physical exam. Possession of, or the ability to obtain within 3 months, a valid Class B Oregon's Commercial driver's license with applicable endorsements required.
- Possession of or the ability to obtain Oregon School Bus Driver Trainer certification within two years. Must maintain once acquired.
- Possession of or the ability to obtain Third-Party Examiner certification from the Oregon Department of Motor Vehicles within two years. Must maintain once acquired.
- Strong consideration given to candidates who hold school bus certification, behind-the-wheel certification, first aid trainer certification, and 3rd party testing certification.

Other qualifications:

- Self-starter with proven analytical, organizational, and problem-solving skills.
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance.
- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff, public officials, vendors, and the general public.
- Ability to remain focused and calm in chaotic situations.
- Exceptional interpersonal skills in leading, motivating, coaching, and developing staff. With ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Intermediate to advanced technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.
- Thorough knowledge of safety and accident prevention measures.
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.

WORKING CONDITIONS:

The position generally works in an office and garage environment and may drive school busses as needed.

ESSENTIAL PHYSICAL REQUIREMENTS

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices. Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Pre-employment drug testing, fitness test, and a criminal history check is required.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.