

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Assistant Transportation Supervisor
Reports To:	Transportation Supervisor
Position Status :	12-month Administrative Contract (Section 3319.02 - ORC)
FLSA Status:	Exempt
General Description:	Assist to administer the District's student transportation operation, providing safe and efficient support of the complete range of curricular and extra-curricular programs.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent. (Associate or Bachelor Degree is preferred). 2. Minimum of two (2) years related professional and effective experience in a transportation operation/unionized environment. 3. Knowledge of Ohio Department of Education/Ohio Highway Patrol regulations related to student transportation. 4. Valid Ohio School Bus Driver license (CDL with Passenger (P) and School bus (S) endorsements and Air Brake Restriction removed) preferred, have a good driving record and be able to pass the annual Ohio Department of Education School Bus Driver physical examination. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character and good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of the transportation center, school buses, district vehicles, appropriate classroom, and office areas of District facilities. 2. Effective communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents , teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people , but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Assist with the administration of the student transportation program in accordance with District policies and administrative guidelines, Ohio Pupil Transportation Operation and Safety Rules, and the provisions of State and Federal law. 2. Promote the highest level of performance in the three critical areas of safety, efficiency, and public service. 3. Supervise all aspects of the maintenance and operation of the District's vehicle fleet, including school buses and other vehicles. 4. * Oversee bus routing, scheduling, and safe operations of student transportation to and from public and non-public schools, field trips, athletic events, and other approved school-related activities. 5. Work in conjunction with Pupil Services to arrange and provide transportation services and support for 	

special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.

6. Participate in the recruitment, selection, retention, and development of transportation personnel.
7. * Assist with the supervision of assigned personnel, complete regular performance evaluations, and provide input to employment recommendations for appropriate staff.
8. Assign all Field Trips, Athletic Trips, and any other approved school activity trips to drivers with rotation in accordance with the collective bargaining agreement.
9. Secure substitute drivers and bus monitors as needed to cover routes in absence of regular drivers. Instruct substitute drivers on routing, schedules and other factors necessary to perform effectively.
10. Assist with the development and implementation of ongoing driver training and safety program in accordance with state requirements and insurance regulations.
11. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
12. Monitor District's vehicle fleet for cleanliness, safety, and proper mechanical function.
13. Assist with the direction of District snow plowing, food deliveries and mail deliveries.
14. Assist with budget preparation and implementation for the Transportation Department.
15. Requisition and account for all material, supplies, and equipment as needed to carry out program.
16. * Maintain records as required by law, District policy, and administrative guidelines.
17. Assist with the collection, accurate accounting, and reporting of all data for necessary state and local reports and payroll in a timely manner.
18. Develop and maintain positive relationships and timely communications with students, parents, District staff and the community.
19. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.
20. Assist with responses to specific requests from the Superintendent on matters affecting the student transportation program and advise the Transportation Supervisor on road hazards and on school closing decisions during inclement weather.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of District educational issues and transportation and safety-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.