

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Transportation Supervisor</b>
<b>Reports To:</b>	Director of Business Services
<b>Position Status :</b>	12-month administrative contract (Section 3319.02 – ORC)
<b>FLSA Status:</b>	Exempt
<b>General Description:</b>	Administer the District's student transportation operation, providing safe and efficient support of the complete range of curricular and extra-curricular programs.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Degree from an accredited educational institution or equivalent skills in Administration and Supervision. (Bachelor Degree is preferred).</li> <li>2. Minimum of five (5) years related professional and effective experience in a unionized environment.</li> <li>3. Knowledge of Ohio Department of Education/Ohio Highway Patrol regulations related to student transportation.</li> <li>4. Valid Ohio School Bus Driver license (CDL with Passenger (P) and School bus (S) endorsements and Air Brake Restriction removed), have a good driving record and be able to pass the annual Ohio Department of Education School Bus Driver physical examination.</li> <li>5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>6. Good health, high moral character, and good attendance record.</li> <li>7. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access all areas of the transportation center, school buses, district vehicles, appropriate classroom, and office areas of District facilities.</li> <li>2. Effective communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. * Administer 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.</li> <li>2. Promote the highest level of performance in the three critical areas of safety, efficiency, and public service.</li> <li>3. * Supervise all aspects of the maintenance and operation of the District's vehicle fleet, including school buses and other vehicles.</li> <li>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.</li> </ol>	

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. \* Supervise assigned personnel, complete regular performance evaluations, and make employment recommendations for appropriate staff.
8. Develop and implement ongoing driver training and safety program in accordance with state requirements and insurance regulations.
9. Monitor District's vehicle fleet for cleanliness, safety, and proper mechanical function.
10. \* Maintain organization, control of student behavior and discipline, and a positive learning environment.
11. \* Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
12. Coordinate and provide direction to District snow plowing, food deliveries, and mail deliveries.
13. Coordinate budget preparation and implementation for the Transportation Department.
14. Requisition and account for all material, supplies, and equipment as needed to carry out program.
15. Maintain complete and accurate accounting and reporting of all data for necessary state and local reports and payroll and file in a timely manner.
16. Develop and maintain positive relationships and timely communications with students, parents, District staff and the community.
17. Participate in labor-management negotiations as assigned.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.
19. Respond to specific requests from the Superintendent on matters affecting the student transportation program and advise the Superintendent 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.**