

**\*\*\*PROPOSAL\*\*\***  
**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

**POSITION:** Supervisor of Transportation

**IMMEDIATE SUPERVISOR:** Coordinator of Transportation

**FLSA STATUS:** Non-Exempt

**EMPLOYMENT TERM:** 240 days annually

**SALARY:** Jefferson County Salary Scale, Pay Grade H

**EVALUATION:** Performance in this position will be evaluated annually by immediate supervisor in accordance with WV State Code 18A-2-12, WV State Board Policy 5314, and JCBOE's Evaluation Policy for Service Personnel.

**JOB SUMMARY:** Supervisor of transportation is a qualified person employed to direct school transportation activities properly and safely, and to supervise the maintenance and repair of vehicles, buses and other mechanical and mobile equipment used by the county school system.

**PERFORMANCE RESPONSIBILITIES:**

- Adheres to and enforces all State and County laws and regulations regarding school transportation.
- Plans, initiates, and supervises the safest and most efficient, economical, time-saving student transportation system for the students of Jefferson County.
- Ensure the efficient operation and safety of the students, through proper training, evaluation and checking of both the personnel and equipment.
- Provides accommodations for transportation of Special Education students and training for necessary transportation staff.
- Manages the use of substitute bus operators, mechanics and transportation aides.
- Assists in providing proper training of new drivers and retraining of drivers as needed.
- Assists with planning, development and implementation of driver training.
- Assist in conducting, periodically and as directed, route observations in order to check bus operators' compliance with West Virginia State laws and regulations and Jefferson County Board of Education policies.
- Assist in observing vehicle operations, operators' schedules, road and traffic conditions, and safety practices.
- Oversees and provides transportation for summer programs.
- Assist in investigating hazardous road conditions during inclement weather and reporting to the Coordinator of Transportation and making necessary requests for needed repairs of the roads and bridges to the appropriate division of the Department of Highways.
- Assist in conducting railroad crossing surveys and compiling the information.
- Assists in employee/public relations during accident investigation.
- Maintains accurate records pertaining to student's transportation.

- Responsible for inputting and maintaining schedules, student information and trip tracking on a computerized routing system. (Currently VERSA TRANS)
- Changes bus schedules to meet emergency situations.
- Handles necessary telephone calls with employees and the public.
- Acts as a resource person for problems dealing with pupil transportation for parent, driver, and school personnel.
- Works with school administrators in developing safety procedures while on school buses.
- Compiles information regarding discipline problems for submission to the school administration.
- Compiles accurate records to submit to payroll for the employees they supervise.
- Keeps current statistics necessary for reference.
- School Bus Operator and/or Transportation Aide duties when necessary.
- Represents the Coordinator of Transportation as requested.
- Assists the Coordinator of Transportation with personnel evaluations for bus drivers and transportation aides.
- Assist in compiling and verifying information submitted by bus operators, mechanics, transportation aides, and office staff members on attendance and time sheets.
- Assist, as directed, in supervising annual leave for bus operators, mechanics, transportation aides and office staff members.
- Assist in preparation of safety procedures and in coordinating/conducting periodic safety meetings with bus operators, mechanics, and transportation aides.
- Assist in coordinating and conducting annual transportation in-service training for all bus operators, mechanics, transportation aides, and office staff members.
- Assist in preparing route packages for traditional, year-round programs, and summer school sessions.
- Act as a radio dispatch communicator.
- Establish and maintain professional working relationships with appropriate school personnel and all staff.
- Maintains regular attendance.
- Maintains a neat and orderly work area.
- Maintains confidentiality regarding school and personnel matters.
- Complete necessary training and in-service as required by JCS.
- Additional duties may be assigned.

#### **QUALIFICATIONS/REQUIREMENTS:**

High school diploma or equivalent, pursuant to WV Code 18A-2-5; Criminal background check conducted pursuant to WV Code 18-5-15c; Meet the definition of "Qualifications" in WV Code 18A-4-8b; demonstrated competency, pursuant to WV Code 18A-4-8e (state-approved competency test), as required. Must have a minimum of five (5) years of experience working in the transportation department of a county board, pursuant to WV Code 18A-4-8. Experience working in the transportation department consists of serving as a bus operator, bus aide, assistant mechanic, chief mechanic or in a clerical position within the transportation department. Must have a minimum of five (5) successful years as a school bus operator. Must possess and maintain a valid Commercial Driver's License (CDL) with a P and S endorsement. Must possess and maintain current West Virginia Board of Education School Bus Operators certification. Must have and maintain current certificate for First Aid and CPR. Must have a proven record of safe driving. Must have a working knowledge of Federal and State School Bus Regulations (Policy Number 4336). Must have knowledge of the ability to plan and route Pupil Transportation Services safely, effectively and efficiently. Strong supervisory and communication skills as

well as knowledge in the maintenance of school buses required. Previous supervisory experience preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

“Supervisor of Transportation” means a qualified person employed to direct school transportation activities properly and safely, and to supervise the maintenance and repair of vehicles, buses and other mechanical and mobile equipment used by the county school system. (Pursuant to West Virginia Code 18A-4-8)

- Demonstrate initiative in the performance of assigned duties.
- Model and maintain high ethical standards.
- Ability to schedule employee work assignment in most efficient manner.
- Knowledgeable in the maintenance of school buses or equivalent.
- Knowledge and ability to plan and route Pupil Transportation Services safely, effectively and efficiently while utilizing necessary computer programs.
- Ability to develop and initiate an effective transportation schedule.
- Ability to work with parents and school personnel in solving discipline problems and changing bus schedules to meet emergency situations.
- Must complete Supervisor Evaluation Leadership Institute Training (ELI).

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stoop, reach, stand, walk, use fingers, tools and/or controls, lift, pull, push grasp and use repetitive motions. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 pounds (100 pounds vertically when serving as a bus operator or transportation aide). The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this work environment is usually moderate to loud (60-90 dB) depending on the assignment of the position. The employee continuously is interacting with the staff, students, and public.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*