

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

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| TITLE: | TRANSPORTATION SUPERVISOR | REPORTS TO: | Facilities Manager |
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- TRAINING** - Must have a valid CDL with Passenger and School Bus endorsements or the ability to obtain these licenses and endorsements
- QUALIFICATIONS** - Experience in transportation preferred
 - And/or any additional qualifications, training or other credentials, as determined by the Board of Education
- REQUIRED SKILLS AND ABILITIES**
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
 - Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
 - Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
 - Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
 - Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email
- PERSONAL QUALIFICATIONS**
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
 - Is able to accept constructive criticism/feedback
 - Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
 - Is conscientious and assumes responsibility for ones own work performance
 - Anticipates problems and unforeseen events and deals with them in an appropriate manner
 - Demonstrates an ability to make proper decisions when required
 - Demonstrates loyalty to the administrative team
 - Possesses high moral character and a good attendance record
 - Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
 - Participates in appropriate professional organizations and their activities
 - Maintains a calm attitude and sense of control at all times
 - Maintains a high level of ethical behavior and confidentiality of information
 - Possesses the ability to be flexible and adaptable to changing situations
- JOB GOAL** - To manage and oversee the school bus transportation system
- WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS** The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.
- Occasional work that may extend beyond the normal workday
 - Occasional exposure to blood, bodily fluids, and tissue
 - Occasional operation of a vehicle under inclement weather conditions
 - Occasional interaction among unruly children/adults
 - Many situations that require hand motion, e.g., computer keyboard, typing, writing
 - Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

POSITION NO. 4.90

- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Monitors the performance of the district's school bus transportation employees and develops recommendations for improvement, efficiencies and cost containment.
2. Monitors student transportation eligibility and arranges alternate transportation services where appropriate.
3. Audit and approve invoices for payment
4. Interacts with staff, board members, state/local officials and citizens on transportation matters.
5. Provides data and reports as requested
6. Represents the school district in community matters as assigned
7. Assembles, approves and submits all required state and/or federal student transportation reports and supporting documents as needed
8. Develops specifications, RFP's, bid documents, etc. for student transportation related purchases including purchase of service contracts and recommended awarding of such contracts
9. Oversees van driver training program and provides staff instruction as needed.
10. Updates ODE website and monitors driver compliance as appropriate
11. Assists the Treasurer's Office with financial planning including revenue and cost projections.
12. Maintains budget controls and manages transaction processing functions.
13. Monitors budget for variances
14. Develops and/or amends Board of Education policies as needed
15. Prices and orders vehicle fuel as needed
16. Assists with feasibility and cost studies, redistricting proposals, FCC radio licensing and traffic flow studies
17. Monitors computerized routing system software
18. Looks at ways to monitor camera efficiency on buses
19. Helps district maintain boundary and routing maps
20. Performs other duties as assigned

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| TERMS OF EMPLOYMENT | 260 Days |
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