
TITLE: Transportation Supervisor

QUALIFICATIONS:

1. High School Diploma or GED
2. Degree Preferred
3. Experience as a supervisor
4. Hold a current Department of Transportation (DOT) physical certificate and/or Alabama Bus Driver Physical
5. Such alternatives as the Board may find appropriate.

REPORTS TO: Superintendent

SUPERVISES: All employees related to Transportation

JOB GOAL: To enable each student, through safe and efficient transportation, take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

JOB DUTIES:

1. Conform to all state laws and regulations regarding school transportation.
2. Recruit, train, and supervise all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
3. Advise superintendent on road hazards for decision on school closing during inclement weather.
4. Act as liaison with the local police department for consultation on road hazards for decision on school closing during inclement weather.
5. Cooperate with school principals and others responsible for planning special school trips.
6. Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
7. Prepare bus routes for the school district.
8. Prepare and update bus schedule for all schools in the district.
9. Attend all meetings relative to transportation.
10. Oversee the transportation budget.
11. Oversee transportation payroll on a monthly basis.
12. Complete and dispatch insurance reports.
13. Submit all reports required by the state department of education.
14. Take an active role in solving discipline problems occurring on school buses.
15. Act as liaison with parents for complaints and special requests.
16. Maintain all district-owned equipment and develops plans for preventive maintenance.

17. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
18. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
19. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours – Exempt

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 8/20/19