

Narragansett School System

Fall 2015

TITLE: Supervisor of Transportation
REPORTS TO: Director of Facilities, Grounds and Maintenance
SUPERVISES: All regular and special education bus drivers, bus aides, and bus monitors.

JOB DESCRIPTION:

This Supervisor is a member of the Narragansett Schools' Administrative team, under the general direction of the Director of Facilities, Grounds and Maintenance. The Supervisor will plan, direct and supervise the operational aspects of the Narragansett School System's transportation department.

MINIMUM QUALIFICATIONS:

- Demonstrated proficiency in both written and verbal communications
- Excellent problem solving, organizational and interpersonal skills
- Prior experience in the operation and supervision of a transportation department preferred
- CDL Operator License

DUTIES AND RESPONSIBILITIES:

Included but not limited to:

1. Maintaining an updated file of all students in the district requiring transportation.
2. Supervising all bus drivers, bus aides, and bus monitors on a daily basis.
3. Responsible for the scheduling of all transportation staff, including replacements caused by absences or vacancies.
4. Scheduling all home to school, sports trips, and field trips.
5. Responsible for maintaining contact with and resolving problems raised by parents, students, and staff as related to transportation activities.
6. Maintaining ongoing cooperative relationship with the Office of Student Services to ensure transportation services to all special education students including summer school services.
7. Maintaining ongoing cooperative relationship with building administrators to ensure open communication and effective transportation services.
8. Responsible for scheduling bus evacuation drills as mandated by the state.
9. Ensure that children get to their destination safely when a bus breaks down.

10. Responsible for ensuring the recertification and training requirements of all transportation personnel.
11. Giving direction to and overseeing work performed by assigned personnel. Assists in the recruitment, employment, training, assignment, transfer, discipline, or dismissal of assigned personnel. Conducts personnel evaluations according to district policy.
12. Acting as a liaison with the Director of Public Works for the repair and maintenance of all transportation fleet.
13. Keeping track of all bus inspections and repairs and working with Director of Public Works for inspection requirements.
14. Ensuring that all state required reporting is recorded and reported in a timely fashion.
15. Coordinating purchase requirements with the Director of Facilities, Grounds and Maintenance. Recommends for purchase necessary equipment, supplies and vehicles.
16. Performing all other tasks and duties as assigned by the Superintendent or Director of Facilities, Grounds and Maintenance

TERMS OF EMPLOYMENT:

Twelve months a year at an annual salary and benefits determined by the School Committee upon recommendation of the Superintendent. Standard hours of work from 6:00 – 2:00. This position has a flexible time commitment. Employee is expected to be on call evenings and weekends. This position is classified as “exempt” according to the Fair Labor Standards Act.