

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT

JOB DESCRIPTION

Title	Assistant Transportation Supervisor
Department	Transportation
Building/Facility	Transportation/Maintenance Facility
Reports To	Supervisor of Transportation
Employment Status	Regular/Full-Time
FLSA Status	Exempt
Description	Assists in the management of all aspects of the Brecksville Broadview Heights City School District Transportation Department through the operation of safe and efficient transportation services. This includes assisting in the effective management of bus drivers, bus aides, mechanics, shared services, Transportation office support personnel and extracurricular transportation in accordance with state law and District policies.

NOTE: The below lists are not ranked in order of importance.

- Ensure the safety of students.
- Ensure parents and students are aware of bus regulations.
- Help recruit new bus drivers and substitute bus drivers.
- Assist in hiring drivers through interview and recommendation process.
- Provide orientation to new bus drivers as to their routes, duties, school policies and regulations.
- Create information package for substitute bus drivers.
- Instruct substitute drivers on routing, schedules and other factors necessary to perform efficiently.
- Assist in conducting safety orientation and conduct periodic bus safety meetings for bus drivers.
- Help in the design and implementation of a bus safety program for students and staff.
- Promote and monitor safe workplace practices for all transportation employees.

- Assist in the development and maintenance of continuous training for bus driver, mechanic, bus aide and van drivers, including driver license audits, certification and recertification programs.
- Assign bus drivers to routes.
- Schedule and dispatch buses and district vehicles to appropriate routes and bus stops in the school year, summer programs and shared services.
- Monitor and maintain two-way radio communications with all buses on routes.
- Coordinate field trips, athletic trips and extracurricular trips to drivers on rotation governed by the current contract.
- Secure substitute drivers and bus aides as needed to cover routes in absence of regular drivers and aides.
- Assists with coordination of special education transportation with the Pupil Services Department to arrange and provide special needs transportation in accordance with student Individualized Education Plans.
- Assist with the supervision of assigned personnel, assist with employee performance evaluations and make recommendations for appropriate employee actions in accordance with the collective bargaining agreement and Board policy.
- Promote positive district community relations by interacting and communicating effectively with parents, students, principals, and community members.
- Maintain respect at all times for confidential information (i.e., staff records, drug testing information, personnel and student records).
- Assist with the filing of all state reports and required information therein.
- Supervise emergency calls concerning student transportation, including any transportation that might be required for bus evacuation and transfers.
- Conform to all state laws and regulations regarding school transportation.
- Keep current on legal issues, practices and programs as related to student transportation through attendance of training sessions, conferences and workshops.
- Attend meetings and in-services as required.
- Maintain bus camera systems support for the safety and security of students, bus drivers and bus aides.
- Assist with ensuring that each bus maintains route data, maps and pupil seating lists.
- Ensure that forms, records and reports are properly completed and maintained for the public record.
- Helps manage and ensure the safe operation of transportation vehicles.
- Communicates with school principals, district staff and community on school transportation issues for the purpose of correcting and/or making changes and improvements as appropriate.

- Resolves complaints, responds to requests for information and provides assistance to community.
- Comply with Board policies pertaining to transportation.
- Assists other personnel and performs other duties as may be required for the purpose of ensuring an efficient and effective work environment.
- Be available to work after the normal school day for emergencies.
- Performs other specific job-related duties as directed

Other Duties and Responsibilities

- Assist with fleet management
- Assist in the maintenance of records of fuel consumption by buses and other school district owned vehicles.
- Participate in parent conferences regarding transportation problems
- Respond to routine questions and requests in an appropriate manner.
- Serve as a role model for students

Working Conditions

- Occasional exposure to blood, bodily fluids and tissue
- Frequent operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Occasional requirement to travel
- Frequent evening/weekend work
- Occasional requirement to lift, carry, push and pull various items up to a maximum of 40 pounds/200 pounds on wheels

Equipment Operated

- Telephone
- Copy machine
- Calculator
- Computer
- Two-way radio
- Printer
- Fax

Knowledge, Skills and Ability:

Possess the ability to work in a fast-paced, dynamic office environment, be available after hours for job emergencies. Must have knowledge of the geography of the Brecksville Broadview Heights City School District. Must have knowledge of the mapping software as related to student transportation and logistics and other District software that supports data management. Must have knowledge of the budgetary process, bidding and purchasing practices for public school districts.

Strong ability to organize, prioritize, work under time constraints and to be flexible in an environment of multiple tasks and changing priorities.

Excellent verbal, written and interpersonal communication skills and proficiency with current office software technology; ability to confidentially communicate. Possess excellent leadership skills and teamwork.

Qualifications

- High School diploma or general education degree
- One to four years related experience
- Obtain/Hold CDL License
- Such alternative to the above qualifications as the Board of Education may find appropriate.

Requirements of Education, License, Certification or Formal Training:

High school diploma required. Associate or Bachelor's degree is preferred. Must be able to learn and comply with Brecksville Broadview Heights City School District Board Policy and Ohio Department of Education regulations related to student transportation.

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Ability to organize and supervise the transportation system
- Knowledge of vehicle safety laws and regulations
- Possess appropriate skills and ability to teach driver safety instruction and implement in-service programs
- Possess excellent public relations skills

- Ability to develop and maintain a safe and efficient transportation system
- Knowledge of mechanics of bus fleet, needed parts, supplies and general maintenance
- Advanced computer skills
- Knowledge of state transportation rules and regulations

Adoption date: August 6, 2018