POSITION DESCRIPTION

**TITLE:** Assistant Transportation Supervisor
**LOCATION:** Transportation
**REPORTS TO:** Transportation Manager and Transportation Supervisor
**DEPARTMENT:** Transportation

**SUMMARY STATEMENT:**
The Assistant Transportation Supervisor is responsible for the supervision of all aspects of office staff, mechanics, school bus drivers, driver trainers, and driver training focusing on safe, efficient, and economical transportation of students between home and school on regular routes and between other destinations within or outside the district boundaries.

**ESSENTIAL FUNCTIONS:**
1. Communicate effectively with students, staff, and the general public in person, by telephone, via e-mail, and in writing.
2. Communicate effectively with the bargaining unit and work with such to resolve employee grievances.
3. Manage all phases of shop operation, including record keeping and parts.
4. Assist with departmental budget, including approval of expenditures, staffing, and recommendations for purchase of buses and other district vehicles.
5. Conduct safety meetings for the Transportation Department.
6. Recruit and recommend employment, supervise and assist in evaluation and plans of improvement for all mechanics, office staff, bus drivers, and driver trainers.
7. Monitor all regular and special needs bus routes, schedules, and stops for safety requirements.
8. Communicate with county and state agencies on road closures, obstructions, and other unsafe driving conditions.
9. Serve as a liaison to resolve issues and disputes that may arise between drivers, staff, and the general public.
11. Coordinate and resolve student injuries and accident reports on buses.
12. Conduct accident investigations, supervise accident reporting, and provide information to appropriate law enforcement and/or insurance agencies.
13. Assist in planning, developing, and conducting bus driver training and safety programs.
14. Participate in and support public relations programs designed to promote understanding of and support of the districts transportation department.
15. Participate in parent/student conferences in an effort to resolve misconduct and unsafe conditions which involve the Transportation system.
16. Set up, complete, and submit the Student Transportation Allocation Reporting for transportation funding, ("STARS").
17. Work with Versatrans student routing system/Fleet Vision shop and maintenance/Skyward student and employee system and Zonar GPS and routing/Seon Cameras.
18. Recommend policies, procedures, and/or actions to provide direction for meeting the District’s goals and objectives.
19. Check roads during inclement weather, and recommend appropriate action to the Superintendent.
20. Drive school bus on an as-needed basis to fill unscheduled or emergency needs.
OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Assist dispatchers as needed.
3. Fill in for Transportation Manager/Supervisor in his/her absence.

PHYSICAL DEMANDS REQUIRED:
1. Must be able to sit in the seat of a school bus for a minimum three-hour time frame (reference Section 391.41-Federal Regulation).
2. Must be able to operate all hand and foot controls installed in a school bus (reference WAC 180.20.215).
3. Must possess sufficient strength and agility to move about in a school bus, as required, to provide assistance to students in evacuating the bus (reference 190.20.215).
4. Must possess sufficient strength and agility to assist ill or physically impaired students to enter or exit a school bus through the passenger service door (reference WAC 180.20.215).
5. Must possess sufficient hearing capability to detect and distinguish traffic sound occurring from any direction outside the bus such as horns, whistles, sirens, trains, bells, etc. from a distance which will allow adequate time for defensive or evasive action to avoid a hazardous situation (reference WAC 180.20.215).
6. Must be able to hang a set of tire chains (reference WAC 180.20.215).
7. Vision 20/40 in best eye, with or without correction, approximately 140 degrees peripheral, which as a single criteria shall not be excluding; and depth perception adequate to reasonably determine distance and closing rate of other moving vehicles from a stationary or moving school bus. Eye coordination to avoid diplopia; color vision must be adequate to distinguish the colors of red, green, and amber of a traffic light (reference WAC 180.20.215).

MENTAL DEMANDS REQUIRED:
- Reading Documents: (66-100%)
- Problem Solving: (66-100%)
- Training: (66-100%)
- Verbal Communication: (66-100%)
- Written Communication: (66-100%)
- Reasoning: (66-100%)
- Customer Contact: (66-100%)
- Confidentiality: (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Must possess a valid Washington State Class B Commercial Driver's License (CDL) with a passenger endorsement.
4. Must possess a valid First Aid/CPR card.
5. Must possess sufficient command of the English language in order to communicate effectively with students, parents, staff, and the general public.
6. Demonstrated ability to read and interpret road maps and street guides.
7. Demonstrated ability to write legibly and keep accurate records.
8. Demonstrated honesty and integrity and the ability to maintain confidentiality in handling student/driver matters.
9. Two (2) years of successful supervisory experience in pupil transportation, including supervisory responsibilities for routing, dispatching, accident response, driver training/recruiting, operations, budget administration, supervision/evaluation-professional development of staff, effective student discipline program, and effective work/home communication strategies.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
11. Must meet State (WAC 180.20.215/220/225) requirements as stated below:
   • Minimum age of 21 years.
   • Physical strength sufficient to handle school bus with ease; normal use of both hands, arms, and feet; no muscular anomalies.
   • Valid Washington State Driver's License with Commercial Driver's License, endorsement Class B, school bus endorsement S.
   • Completion of the OSPI/CWU Pupil Transportation Training Program.
   • School bus driver authorization: school bus driver trainer authorization.
   • Freedom from any communicable disease; freedom from any mental, nervous, organic, or functional disease.
   • Use of both eyes, vision equivalent to 20/40 or better with or without glasses; field of vision of at least 140 degrees; no color deficiency that would interfere with safe driving.
   • Adequate hearing with both ears (can hear whispered voice at a distance of 20 feet without a hearing aid).
   • No defects or limitations likely to interfere with the safe operation of a school bus.

260-261  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ________________________________  Date: _________________

District: ________________________________  Date: _________________

New
Revised Date:  05/27/2016
Classification:  Management/Confidential
Class:  
Display on Web?  Yes

Assistant Transportation Supervisor