

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title:	TRANSPORTATION SUPERVISOR	ADOPTED 4/15/2024
Reports To:	Superintendent	
Job Objective:	Supervises district transportation services. Note: Driving duties may be assigned. See the "bus driver" job description for additional information.	
Minimum Qualifications:	<ul style="list-style-type: none">• Available to work a non-traditional schedule and irregular hours when needed.• Demonstrated leadership abilities and a willingness to take on challenging tasks.• Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)• Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.• Maintains a record free of criminal violations that prohibit public school employment.• Meets all transportation director/supervisor personnel qualifications and training program requirements described in the Ohio Administrative Code 3301-83-06 and 3301-83-10.	
Preferred Attributes:	Active listening, creative problem solving, and good time management skills.	
Physical Demand Level¹:	Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, and using a traditional keyboard. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Supervises district transportation operations. Ensures compliance with all Ohio Pupil Transportation Operations and Safety Rules.**

- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills.
- Analyzes key program performance indicators to align budget proposals with strategic district goals.
- Coordinates Ohio State Highway Patrol annual bus inspections.
- Coordinates non-routine use of buses (e.g., field trips, athletic contests, etc.)
- Directs the dissemination of routing information, student rosters, transportation schedules, etc.
- Implements procedures to deal with emergency repairs.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Monitors work provided by outside vendors to ensure compliance with district specifications.
- Oversees ongoing vehicle maintenance.
- Prepares bus routes. Assigns drivers. Determines the most appropriate approach to transport each student. Works with the staff to address the individualized needs of students with disabilities.
- Publicizes transportation program information. Regularly updates social media/website content.
- Requisitions supplies. Investigates products, services, and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.) Negotiates volume discounts/long-term contracts. Maintains procurement records.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Verifies drivers are qualified and correctly licensed. Monitors employee compliance with all continuing education requirements. Promotes defensive driving. Implements bus safety programs.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Helps implement and monitor health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

- Encounters** with aggressive, angry, rude, or unpleasant individuals.
- Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.
- Exposure** to blood-borne pathogens or contagious diseases.
- Exposure** to severe weather conditions or temperature extremes.
- Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating** or riding in a vehicle. Working in or near vehicular traffic.
- Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.
- Traveling** to meetings and work assignments.
- Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.