

# **412.01R2 Job Description, Transportation Supervisor**

Friday, August 11, 2023

## **Job Description, Transportation Supervisor**

The transportation supervisor will be assigned by the board of education or superintendent of schools and supervised and evaluated by the board of education or superintendent. His or her duties shall include, but not be limited to, the following:

I. Developing and administering the transportation program to meet all requirements of the daily instructional program and transportation needs of the extracurricular activities.

II. Preparing bus routes for the school district.

III. Recruiting and supervising all transportation personnel, and determining recommendations on their employment, transfer, promotion, and release, based on current and future personnel needs.

IV. Overseeing the maintenance of all district-owned equipment to ensure that it is in safe and efficiently operating condition, and developing plans for preventive maintenance and replacement schedules.

V. Developing budget for the transportation section, making purchases in accordance with budgetary limitations or district policy, and assisting in the development of specifications for items to be placed on bids.

VI. Maintaining safety standards in conformance with state and insurance regulations. Developing and overseeing a program of preventive maintenance and school bus safety.

VII. Cooperating and working with activities director, school principal, and other staff members responsible for planning special school trips.

- VIII. Actively participating in the solving of discipline problems occurring on the school bus. Working with and reporting problems to the principal.
- IX. Serving as a liaison between the school and parents or guardians responding to special requests or fielding complaints regarding transportation.
- X. Seeing that all transportation equipment and all transportation personnel meet or exceed school transportation guidelines set by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles.
- XI. Submitting all reports required by the superintendent of schools, the Nebraska Department of Education, and the Nebraska Department of Motor Vehicles.
- XII. Advising the superintendent of schools or designated person(s) of any road hazards and/or conditions regarding the closing of school during inclement weather.
- XIII. Developing and administering safety inspection program.
- XIV. Seeing that all bus drivers and substitute drivers have successfully completed the required training and physical examinations necessary to operate the vehicles to which they have been or may be assigned.
- XV. Attending appropriate committee and staff meetings.
- XVI. Possessing the ability to deal with stressful situations.
- XVII. Performing other tasks and duties as assigned.
- XVIII. Minimum physical activities:
- Having the ability to perform the physical activities and work in the environmental conditions as follows:
- A. Requires prolonged sitting or standing, and the use of equipment including repetitive motions and computer eye fatigue.
- B. Must occasionally work in noisy and crowded environments with numerous interruptions.
- C. Requires stooping, bending, kneeling, turning, balancing, and reaching.
- D. Requires driving.

E. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

XIX. Minimum educational preparation requirements:

A. High school diploma or its equivalent.

B. Must possess effective oral and written communication skills.

C. Must be skilled in human relations and leadership.

Legal Reference:

§79-318(12)

State Board of Education, Powers and Duties

§79-601 - §79-613

Pupils, Transportation, Buses