

SUPERVISOR OF TRANSPORTATION

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To develop and administer a transportation program to meet all the requirements of curricular and extra-curricular activities.

PERFORMANCE RESPONSIBILITIES:

1. Assigns and revises, as appropriate, bus routes for schools in the District.
2. Recruits, supervises, and evaluates all transportation personnel and bus mechanics.
3. Oversees transportation employees' professional development programming.
4. Maintains transportation vehicular equipment and develops plans for preventive maintenance.
5. Authorizes purchases in accordance with budget limitations, District rules, and state laws.
6. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
7. Cooperates with school principals and others responsible for planning special school trips.
8. Takes an active role in working with principals in preventing and addressing discipline problems occurring on school buses.
9. Develops recommendations for future equipment and personnel needs.
10. Acts as liaison with parents for complaints and special requests.
11. Ensures Transportation Department conforms to all state laws and regulations regarding school transportation.
12. Submits all reports required by state authorities.
13. Advises Superintendent on road conditions for potential school closures and delays.
14. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: March 2016