

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Supervisor of Transportation – Vehicle Maintenance

REPORTS TO: Supervisor of Transportation

JOB SUMMARY: Assists the Supervisor of Transportation to ensure the safe and timely transportation of all students of the school district to and from all events requiring district-sponsored transportation.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Supervises early morning dispatch to ensure drivers cover all runs. Supervises all mechanical repairs for all district vehicles ensuring that all state inspection laws and procedures are followed.
2. Supervises all mechanical repairs for all district vehicles ensuring that all state inspection laws and procedures are followed. When necessary, assigns drivers and monitors to ensure that the daily routes as well as extra curricular trips are scheduled and staffed.
3. Participates in developing specifications for vehicles and parts. Utilizes and maintains computerized software programs for safe and efficient student and vehicle maintenance scheduling.
4. Supervises the ordering and inventory of parts. Evaluates and revises routes, taking into consideration safety, destination, passenger load, availability of vehicles, mileage and expense.
5. Manages the vehicle maintenance software program developing methods of data entry and reporting. Shares in the responsibility to resolve complaints from parents, school and the community.
6. Develops high standards of safety and good housekeeping methods in all work areas. Supervises and assists clerical staff with daily functions such as payroll, school calendar changes, and driver and mechanic license documentation.
7. Meets with vendor representatives researching new products and vehicle maintenance techniques. Develops high standards of safety and good housekeeping methods in all work areas.
8. Maintains an efficient system for the receipt, inventory and issuance of all equipment, parts and supplies while authorizing payment for invoices and meets with vendor representatives researching new products and vehicle maintenance techniques.
9. Shares in the responsibility to resolve complaints from parents, schools and the community. Participates in developing specifications for vehicle, parts and supplies.
10. Ensures building security, including maintenance of back up computer systems. Assists in accident investigation.

11. Must be available after hours and weekends as necessary to support all extra activities.
12. Ensures building security, including the maintenance of back up computer systems. Ensures facility security, including the maintenance of back up computer systems.
13. Performs other duties as assigned by the Supervisor of Transportation.

QUALIFICATIONS: Three (3) years experience in transportation necessary. High School diploma or equivalent necessary. Must possess comprehensive knowledge of pupil transportation. Must possess CDL Class "B" license with "P" and "S" endorsements. Must possess certification as school bus driver trainer and third party examiner.

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist; to use fingers to pick, feel and grasp objects; some stooping, bending, kneeling, and twisting of the body; ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs; and ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Subject to inside and outside environmental conditions. Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more). Subject to physical hazards, including conditions that may affect the respiratory system and/or skin.

TEMPERAMENT: Must be able to work in an environment with frequent interruptions. Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership and supervisory skills. Must possess basic computer skills. Ability to operate various office equipment. Ability to operate various maintenance equipment and various district vehicles.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss agreement; 12 month classification. Cabinet Code – N.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

8/15/06-bac