

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Supervisor of Transportation

REPORTS TO: Director of Facilities and Operations

JOB SUMMARY: Plans, directs, and coordinates the transportation and motor vehicle maintenance programs for the Transportation department. Develops an efficient and effective transportation network that provides safe transportation for the resident children within the district.

PRIMARY DUTIES AND REPSONSIBILITIES:

1. Oversees the daily operational functions to guarantee safe transportation for over 10,000 children to and from school, field trips, vocational-technical programs, sporting events and practice sites.
2. Oversees the daily vehicle maintenance operation to guarantee that over 150 vehicles are maintained to meet and exceed all safety standards required by law.
3. Develops and maintains a departmental budget of over \$3.8 million dollars.
4. Continually counsel and train over 120 school bus drivers to develop and improve pupil management and driving skills.
5. Maintain employee records to ensure compliance with all state and federal laws including the random drug and alcohol testing program, payrolls, etc.
6. Develop and maintain the master transportation schedule for resident children to 68 different public and non-public schools.
7. Coordinates all changes in school calendars for the 68 different schools being sure to guarantee service for all early dismissals and other exceptions to the transportation schedule.
8. As needed, check weather conditions and make any recommendations as to the regular opening, delayed opening or closing of schools.
9. Negotiate private transportation contracts with contract carriers, parents, the local transportation authority and other school districts.
10. Develop and recommend specifications for school buses, vehicles, fuel and oil, vehicle parts, supplies, tires and tire service.
11. Interview and recommend future departmental employees.
12. Assist in the development and negotiation of the Collective Bargaining Agreement.
13. Develop and present an annual school bus driver workshop.

14. Complete all required state reports for pupil transportation reimbursement monies.
15. Participates on district and community based committees that involve transportation implications.
16. Must be available after hours and weekends as necessary to support all extra activities.
17. Performs other duties as assigned by the Director of Facilities and Operations.

QUALIFICATIONS: Three (3) years experience in transportation necessary. Bachelor's degree 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. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code). Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record. Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects. Some bending and twisting of the body. Ability to lift and/or carry supplies weighing 20 lbs. or more, to stoop, kneel, and crawl, and to mostly sit with some walking, standing or moving throughout the district.

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, and to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly.

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

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

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

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

(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.)

1-20-06