

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Supervisor of Transportation

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. Ensures all school bus runs are covered every day. Assigns drivers and monitors to ensure that the daily routes as well as extra-curricular trips are scheduled and staffed.
2. Coordinates the safe and timely transportation of school children to and from the school district. Assists in the training and re-certification of all transportation department personnel.
3. Tracks all school bus activities to make sure state reports accurately reflect miles, including the tracking of driver attendance. Utilizes and maintains computerized software programs for safe and efficient student and vehicle transportation along with vehicular maintenance and inventory controls.
4. Writes and develops routes for regular, summer and special school bus routes. Evaluates and revises routes and equipment utilization taking into consideration safety, Destination, passenger load, availability of vehicles, mileage and expense.
5. Interacts with parents regarding all concerns related to all school bus concerns. Shares in the responsibility to resolve complaints from parents, school and the community.
6. Administers appropriate discipline to school bus drivers who have committed rules infractions. Supervises and assists clerical staff with daily functions such as payroll, school calendar changes and driver and mechanic license documentation.
7. Conducts an annual drivers' recertification class. Maintains appropriate records and reports to support the state subsidy reimbursements for pupil transportation services and attendance.
8. Maintains the posting/bidding procedure for open bus runs. Develops high standards of safety and good house keeping methods in all work areas.
9. Performs payroll obligations for drivers and full time staff when secretaries are off. Participates in developing specifications for vehicle, parts and supplies.
10. Be available after regular hours (or weekends) for maintenance. Assists with accident investigation.
11. Enters pertinent transportation requirements (where needed) in student files in MAPNET program. Must be available after hours and weekends as necessary to support all extra activities.

12. Ensures the proper closing of the transportation office daily, with emphasis on proper handling of the back-up database, shutting down computers, and setting the security system. Ensures facility security, including 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 and air brake restrictions removed. Must possess certification as school bus driver trainer and third party examiner.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; 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 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 ability to operate various maintenance equipment and various district vehicles.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. 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.)

8/15/06-bac