

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Supervisor of Transportation – Pupil Transportation Operations

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. Assigns drivers and monitors to ensure that the daily routes as well as extra-curricular trips are scheduled and staffed.
2. Assists in the training and re-certification of all drivers and monitors and ensures adherence to all rules and regulations regarding the transportation of children.
3. Assigns students to buses and bus stops ensuring their safety. Utilizes and maintains computerized software programs for safe and efficient student and vehicle transportation scheduling.
4. Evaluates routes of the fleet, taking into consideration destination, passenger load, availability of vehicles, mileage, safety, and expense. Evaluates and revises routes, taking into consideration safety, destination, passenger load, mileage and expense.
5. Shares in the responsibility to resolve complaints from parents, schools and the community.
6. Supervises and assists clerical staff with daily functions such as payroll, school calendar changes, and driver and mechanic license documentation.
7. Maintains appropriate records and reports to support the state subsidy reimbursement for pupil transportation services and attendance.
8. Discusses with the appropriate school personnel various problems or concerns and recommends solutions or courses of action.
9. Revises routes caused by a variety of service requests and changes. Participates in developing specifications for vehicles, parts and supplies.
10. Assists with accident investigation.
11. Must be available after hours and weekends as necessary to support all extra activities.
12. Enters pertinent transportation requirements (where needed) in student files in MAPNET program. Ensures facility security, including the maintenance of back up computer systems.
13. 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.
14. 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.

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, 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 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.)