



**TITLE:** TRANSPORTATION SUPERVISOR

**MINIMUM QUALIFICATIONS:**

1. High School Diploma
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Operations/Supervisor

**SUPERVISES:** Drivers

**JOB GOALS:** To provide each student safe and effective transportation to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Maintains updated files on assets in transportation department.
3. Prepare bus routes for all public schools in the district.
4. Drives school buses in absence of certified bus drivers when needed.
5. Travels bus routes to ensure proper compensation for drivers when requested.
6. Prepares and updates bus schedules for all public schools in the district.
7. Recruits, trains, and supervises all drivers.
8. Distributes transportation payroll on monthly basis.
9. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
10. Cooperates with school principals and others responsible for planning special school trips.
11. Cooperates with school principals, Director of Operations and Superintendent in solving discipline occurring on school buses.
12. Confirms with all state laws and regulations regarding school transportation.
13. Completes and dispatchers insurance reports.
14. Submits all reports required by state authorities.
15. Advises superintendent on road hazards for decisions on school closings during inclement weather.
16. Provides requisitions for transportation supplies to maintain effective operation of buses and district vehicles.
17. Maintains adequate and accurate records for Fuelman.
18. Disseminates and collects Fuelman passwords and cards.

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19. Prepares and maintains district vehicles for district personnel.
20. Attends appropriate committee and staff meetings.
21. Conducts appropriate transportation meetings.
22. Collects and maintains documentation to ensure compliance with State Process Standards.
23. Is available to assist drivers in any bus routing situation both during school and during extracurricular activities.
24. Schedules and observes bus evacuation drills.
25. Advises the Superintendent of situations that jeopardizes students safety on school buses.
26. Performs any other tasks as required by the Superintendent, the Director of Operations and the Superintendent's designee.