



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Transportation Supervisor**
 Job Family: **Transportation**
 Prepared/Revised Date: **October 19, 2023**

FLSA Status: **Exempt**
 Pay Range: **OP25Y**
 Job Code: **61311**

SUMMARY: Support and supervise bus drivers, paraprofessionals, and other staff positions as required. Maintain CDL medical and CDE compliance in all areas. Advise and assist Transportation Director with issues and updates on special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Evaluate and recommend bus management strategies, discipline, and student suspension to bus drivers and assist them with maintaining appropriate communication with parents and school personnel for disciplinary action. Provide required department reports, maintain and respond to complaint log entries, and process misconduct reports for students. Collaborate with Integrated Services, school administration and guardians to implement plans for safe transportation of students with special needs, behavior plans, safety plans, and IEPs.	D	30%
2. Supervise, counsel, mediate and mentor transportation staff. Connect staff with resources available within the district and community. Support staff with professional growth and additional techniques to further careers. Monitor employee absences, work hours, route times, additional trip times, and extra duty assignments and ensure the proper recording in District software programs and payroll records.	D	15%
3. Evaluate work performance of staff entrusted with the safe operation of CDL buses and safety securements for all students. Initiate further training and/or disciplinary measures in accordance with department and District procedures and policies. Document and investigate complaints and follow through with appropriate disciplinary action. Document performance, incidents, and maintain employee files. Take corrective action, when necessary, by collaborating with HR to create disciplinary documentation and or terminations. Review bus videos and conduct video investigations to ensure the health and safety of student and staff.	D	10%
4. Coordinate with route planners in evaluating and approving bus routes for safety, efficiency, assigned stops, schedules and school drop off locations. Assist with training for CDE Evaluations and CDE Emergency Evacuations. Assist with dispatch, as well as signing-out and checking-in vehicles as needed.	D	10%
5. Work after hours as on-call liaison for department, and substitute as a bus driver/para as needed.	D	7%
6. Ensure bus drivers inspect with a pre-trip and post-trip to maintain CDL and CDE compliance standards. Collaborate with operators and shop to maintain vehicles according to District, state, and federal policies and procedures. Investigate traffic accidents involving school buses and coordinate the filing and processing of accident claims.	D	5%



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7. Act as departmental liaison in the absence of the Transportation Director or Operations Manager.	D	2%
8. Attend work and arrive in a timely manner.	D	1%
9. Coordinate meetings with the public, school administrators, teachers, parents, students, drivers, paraprofessionals, liaisons, and law enforcement as required.	W	8%
10. Collaborate, coordinate, and participate in the in-service driver and paraprofessional training programs.	W	2%
11. Select, interview, recommend, and request to hire candidates as bus operators, bus paraprofessionals, and other staff positions as needed.	W	2%
12. Report to Security Department all departing employees and collect or disseminate security codes and badges as needed.	M	2%
13. Assist in creating and revising Transportation Department policies and procedures. Assist in analyzing data for special projects such as school redistricting or transportation studies	Q	2%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized courses in business management or related field, and experience supervising personnel
- More than two years of experience in school transportation

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must be 21 years of age and obtain a Commercial Driver’s License (CDL) Class B with P and S endorsement within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Pass Department of Transportation (DOT) physical

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Execute critical judgement regarding the safety of students and staff
- Bilingual oral and written communication skills desirable
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to learn and understand local, state, and federal laws, and Poudre School District (PSD) policies and procedures pertaining to school bus transportation



- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Ability to safely operate a school bus
- Operating knowledge of bus technology and student scanner
- Operating knowledge of school transportation operations
- Operating knowledge of and experience with District approved software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Bus Operators & Paraprofessional Bus Attendants	30-55

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; and addressing complaints and resolving problems
- Responsible for assisting with behavior management and well-being of students while loading, transporting, and unloading the bus.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	