

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Transportation Supervisor</b>		
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b>	Superintendent of Klamath County School District
<b>EDUCATION:</b>	High School Diploma or GED Equivalent	<b>FLSA Status:</b>	Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	260 days		
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
<b>GENERAL JOB DESCRIPTION:</b>	<p>The Transportation Supervisor is responsible for directing the daily operations of the transportation department, to insure safe and efficient pupil transportation, vehicle maintenance, vehicle acquisition, routing, scheduling, driver training programs, and fiscal responsibilities in support of the school district's instructional and activity programs for students. This position requires strong leadership organizations and human relationships.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

### **ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Provides leadership to the Transportation department on day-to-day operations. Monitors daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures and guidelines.
2. Oversees all aspects of the daily bus and bus maintenance operations. Provides lead direction to transportation Department office and bus maintenance staff. Facilitates staff meetings to provide annual in-service and address operational issues.
3. Performs road checks during periods of inclement weather, and provides recommendations to the Superintendent regarding changing school schedules including school cancellations due to weather conditions.
4. Response to routine personnel questions or concerns in compliance with the collective bargaining agreement and district policy. Consults with the Director of Human Resources on hires, discipline, terminations, evaluations, and recommend salary increases for transportation staff.
5. Establishes and maintains positive customer relationships with parents, schools, and departments. Coordinates and provides input in the district transportation services, routing and scheduling efforts, and resolves concerns.
6. Coordinates and assists with the district's transportation training program, collision investigations, safety programs, student management, drug and alcohol testing, bus driver performance evaluations and staff development.
7. Coordinates with the bus maintenance staff to prepare for annual state bus inspections and resolve any bus maintenance issues.
8. Coordinates with local municipalities and agencies to improve student walkways, road conditions and other safety related issues in the district.
9. May assist in the collective bargaining process applicable to the transportation department providing recommendations and input. Administers the collective bargaining agreement as pertains to transportation.
10. Provides information on operational issues, including changes in pupil transportation regulations and guidelines to the Superintendent.
11. Comply with all district policies and Code of Professional Conduct.
12. Performs with purchasing duties in compliance with district policy and procedures. Prepares and recommends transportation department capital, operating budgets and controls expenditures within approved budgets. Prepares long-range plans for acquiring new and replacements school buses.
13. Coordinates special need transportation with schools and plains special transportation needs for students.
14. Receives and responds to routine correspondence and telephone inquires including parent and student questions regarding the District's transportation programs.
15. Checks bus routes to insure integrity of schedules, reviewing them regularly to accommodate changes in passenger load, pick-up points and other factors. Receives data on student counts school schedules, traffic patterns and new

construction.

16. Interacts with other districts and transportation agencies as needed to transportation and related matters.
17. Computes costs (mileage and hours) for sporting events, field trips and other special trips. Receives and evaluates these transportation requests for hours and funding.
18. Works closely with the Bus driver trainer in ensuring the integrity of the bus driver training program and ensures drivers meet the required training to maintain an Oregon School Bus Certificate.
19. Oversees the completion requirements of Federal and State standards for driver’s medical evaluations, drug testing requirements, and accident protocols.
20. Works with the District’s insurance company and provides information for processing accident claims. Consults with the Director of Risk Management on accidents, on the job injuries and return to work processes.
21. Oversees security cameras for buses to ensure safety as the top priority for the district; coordinates student bus related discipline issues with the driver and respective school administrator.
22. Estimates, budgets, and maintain data for automotive fuels (gasoline, propane and diesel) expenditures as pertaining to the District’s transportation.
23. Continue professional growth, formulate goals, seek feedback, apply new skills and participate as a team member with colleagues.
24. Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					✓
11-20 lbs.				✓	
21-50 lbs.			✓		
51-75 lbs.			✓		
76-100 lbs.			✓		
> 100 lbs.		✓			
Maximum amount lifted by worker without assistance:					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					✓
11-20 lbs.				✓	
21-50 lbs.			✓		
51-75 lbs.			✓		
76-100 lbs.			✓		
> 100 lbs.		✓			
Maximum amount carried by worker without assistance: <b>75</b>					
If required, carrying over <u>125</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				✓	
11-20 lbs.				✓	
21-50 lbs.			✓		
51-75 lbs.			✓		
76-100 lbs.		✓			
> 100 lbs.		✓			
Maximum weight of object pushed/pulled by worker: <b>125</b>					
Distance: <u>30'</u> Type of Surface: (i.e. level, carpet, tile): <u>level</u>					

<b>ENVIRONMENT (WORK CONDITIONS)*</b>	
Works Inside <u>90</u> % of the time	/ Works Outside <u>10</u> % of the time
Temperature Extremes: Yes or <input checked="" type="checkbox"/> No (Circle One)	
Works on or around moving machinery or mechanical parts: <input checked="" type="checkbox"/> Yes or No (Circle One)	

\*Varies by location and season of the year.

<b>OTHER PHYSICAL DEMANDS</b>					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				✓	
Twist				✓	
Crouch/Squat				✓	
Kneel				✓	
Crawl			✓		
Walk-Level Surface					✓
Walk-Uneven Surface				✓	
Climb Steps				✓	
Climb Ladder			✓		
Work at Heights			✓		
Reach at or Above Shoulder				✓	
Reach Below Shoulder				✓	
Use of Arms					✓
Use of Wrists					✓
Use of Hands					✓
Grasping/Squeezing					✓
Operate Foot Controls			✓		

<b>ENDURANCE</b>							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				✓		1	4
Standing			✓			1	1
Walking			✓			1	1
Change Positions				✓			

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

*For physician to complete:*

**Is this job appropriate?**  Yes  No      **Date of Release:** \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Physician's Signature**

\_\_\_\_\_  
**Date**