

- I. TITLE:** **Bus Supervisor**
- II. QUALIFICATIONS:**
  - 1. Demonstrate aptitude for general bus maintenance and mechanical operations
  - 2. Be able to take responsibility, follow and give directions
  - 3. Demonstrate aptitude for reordering, writing and communication skills
  - 4. Good organizational and communication skills
  - 5. Demonstrate aptitude for reading maps and general geographical layout of the district.
  - 6. Such alternatives to the above qualifications as the Board may find appropriate and necessary.
- III. REPORTS TO:** Superintendent and Building Principals
- IV. JOB GOAL:** To provide district students with a safe, efficient bus transportation system
- V. PERFORMANCE RESPONSIBILITIES**

- 1. Assist the Superintendent in maintaining an efficient, legal, and safe school transportation system. Manage the day to day transportation activities.
- 2. Assist the Superintendent in obtaining, qualified bids for buses, repair, service, tires, and other transportation equipment.
- 3. Assure that buses and bus radios are maintained in a safe and mechanically sound condition.
- 4. Conduct the required quarterly state bus inspections and coordinate high patrol bus inspections for the district.
- 5. Develop and update school bus routes. Develop and maintain current records and listings of bus routes for substitute drivers and the Superintendent's office.
- 6. Communicate regularly with bus drivers to update drivers on schedules, school activities, and general requirements. Obtain and assign substitute bus drivers as needed.
- 7. Schedule and coordinate with the building principals, buses and drivers for out-of-town school activities.
- 8. Assist the Superintendent in deciding whether to hold school, or to dismiss early in case of inclement weather.
- 9. Assist in implementing the alcohol and drug testing procedures by notifying bus drivers needing testing.
- 10. Monitor buses by radio during regular routes (6:30 am-8:05 am) and (3:00 pm - 5:00 pm) and during evening extra curricular trips when inclement weather merits.
- 11. Annually report on the performance of the current drivers to the Superintendent.
- 12. Coordinate the use of the cellular phone by bus drivers for activity trips.

All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:** **Regular and reliable attendance is an essential function of the job.**

**TERMS OF EMPLOYMENT:** Twelve months. Salary to be determined by Board of Education.

**EVALUATION:** Performance to be evaluated annually by the Superintendent and building principals.