

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Transportation Operations Manager

GENERAL RESPONSIBILITIES

1. Supervises assigned transportation employees, and school bus routes.
2. Works with the community, school staff and parents to resolve student transportation issues.
3. Is available on a twenty-four hour basis for assigned duties.
4. Recruits and interviews prospective drivers and attendants.

SPECIFIC RESPONSIBILITIES

1. Supervises school bus routes in accordance with current standards for safety, service, and efficiency of operations.
2. Recommends changes in routing, the assignment of buses and drivers to routes and the elimination or addition of school buses as required to improve safety and economy of operations.
3. Reviews and verifies all reports (FEFP report, etc.) required from assigned transportation staff including time reports.
4. Works directly with school Administrators to resolve transportation problems.
5. Supervises daily absences/leaves of assigned drivers/attendants.
6. Serves as on-duty dispatcher as necessary including weekend duty assignments.
7. Works with parents and the public regarding transportation issues.
8. Ensures building and grounds remain clean.
9. Supervises routes, bus stops and school loading zones to insure a safe environment.
10. Supervises special programs. (Transportation after school programs, mid-day runs, ESE runs, etc.)

11. Supervises and recommends changes in routing, the assignment of buses and drivers to routes, and the elimination or addition of routes/runs as required to improve safety and operation.
12. Regularly monitors Winocular System to check for registered prospective bus driver and bus attendant candidates.
13. Evaluates assigned Transportation employees.
14. Supervises radio and telephone communication in compliance with Federal and State laws.
15. Responds to accidents and communicates information to district administrative staff.
16. Performs other duties as assigned.