

Springfield Public Schools

Assistant Transportation Supervisor - Full Time - Transportation Services (17-18 AD04)

JOB POSTING

Job Details

Title **Assistant Transportation Supervisor - Full Time - Transportation Services**

Posting ID **17-18 AD04**

Description Springfield Public Schools seeks outstanding candidates for the full time position of Assistant Transportation Supervisor at Transportation Services on 42nd Street. This position is responsible for the coordination of multiple aspects of the transportation department operations including routing, training, safe bus operation, investigation of complaints, and conducting employee performance evaluations. This position will provide direct supervision, technical direction, guidance, training, scheduling, and feedback to district Bus Drivers and Transportation Assistants and will participate in the planning and overall operation of the transportation department. This position works eight (8) hours per day from 7:00 a.m. to 4:00 p.m. Monday through Friday with occasional Saturdays, for 12 months each year. Would prefer successful candidate begin May 21, 2018, if possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Demonstrates regular and acceptable attendance and punctuality, as set forth in Board policy.
2. Is familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Works independently and cooperatively in teams with other staff members and students.
5. Attends staff meetings.
6. Attends inservice trainings.
7. Maintains appropriate certifications and training hours, as required.
8. Completes appropriate logs, forms and paperwork, as required.
9. Designs, coordinates, implements and maintains efficient regular education, special education, and inclement weather routing using established district guidelines and the district computerized routing system.
10. Publishes route information making it available to others in the organization, students, and parents.
11. Evaluates and modifies routes considering district route design guidelines, route path, stop locations, blind corners, narrow roads, safe crossings, traffic density, road obstacles, and efficiencies.
12. Oversees the design, compilation, and distribution of driver route books.
13. Arranges for the assignment of utility and substitute drivers to routes and trips.
14. Oversees the assignment of field trips and co-curricular transportation in accordance with district guidelines.
15. Coordinates the assignment of trip buses insuring they have the appropriate equipment for the trip.
16. Insures that trip dates and times are accurate by confirming trip information with customers.
17. Directs the initial training program for new Bus Drivers to attain state certification including DMV Class 2 licensing, School Bus Core I, II, III, and IV, Advanced Core, Defensive Course, and First Aid.
18. Directs the required continuing training program to maintain school bus drivers' licensing and to develop the driver's skill level to its maximum.
19. Directs and conducts state and district required training and licensing for non-transportation personnel including teachers and coaches who drive activity vans, Class 3 licensing, and remedial training for problem drivers.
20. Designs, directs and conducts driver improvement programs including safe driving, school bus safety exercise, assertive discipline, PBIS, and public image. Establishes annual training programs for drivers.

21. Directs and conducts training for Transportation Assistants to maximize job performance.
22. Maintains driver training and certification files to support the requirements established by the Department of Motor Vehicles licensing and the State Department of Education licensing for all drivers. Monitors driving records and insures that all drivers are current on all required licenses and certifications.
23. Coordinates, directs, and conducts employee annual evaluations for Drivers making specific recommendations regarding job performance.
24. Investigates and resolves complaints regarding driver performance, pupil behavior, bus routing, or bus route issues. Includes contacting complainant, interviewing drivers, viewing video tapes, and collaborating with school administrators as required to resolve the issue.
25. Investigates, reviews, and reports accidents; organizes, schedules, and co-chairs safety committee review of all accidents to determine if they were "preventable". Works with drivers to assign remedial training for drivers involved in "preventable" accidents.
26. Directs and conducts school bus rider safety education programs in all the schools for district students. Explains and demonstrates the use and function of safety equipment, emergency rules, evacuation methods, and proper boarding and exiting procedures.
27. Performs emergency relief bus driving as assigned.
28. Assists in department budget development and monitoring activities.
29. Monitors and reports changes in Federal and State laws that impact the District transportation operation.
30. Serves as part of the Transportation dispatch team.
31. Performs other related work as required.

SUPERVISORY RESPONSIBILITIES

Supervises drivers, Transportation Assistants, and other classified staff as assigned. Conducts annual performance evaluations for direct reports.

QUALIFICATIONS

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.

- Some college level course work in Personnel or Business Management is preferred. Three years' experience as a Bus Driver and two years' experience as a Driver Trainer is a plus. Candidates with equivalent experience and/or training which ensures their ability to perform the essential job functions will be considered.
- Work well with others from diverse backgrounds. Focus on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school/departmental staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, emails, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra and geometry to real life scenarios.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to understand and appropriately react to unpredictable situations. Ability to identify and appropriately address safety and security threats.
- General knowledge of computer usage. Ability to use, email, Internet software and computer program used by the District. Ability to use Word and Excel software for word processing, basic bookkeeping and data collection.
- Ability to appropriately communicate with staff, students, teachers, parents and members of the community. Ability to exercise good judgment and work in the environment and appropriately react to a wide spectrum of behaviors and threats from students and staff in compliance with District policy.

- Certificates as determined by the District including a valid Oregon Class B Commercial Driver License (CDL), State School Bus Driver's certificates/licenses, passenger endorsement, and a valid First Aid/CPR card or the ability to obtain one within 60-days of employment.
- **Other Licenses:** Candidate must have or obtain within 24 months of their hire date, a class 2 Drivers License Examiners Certificate and licensure as an instructor for School Bus Driver Certification Program issued by the State Department of Education.

Shift Type **Full Time**
Salary Range **\$61,167.00 - \$75,788.00 / Annual**
Location **TRANSPORTATION**

Applications Accepted

Start Date **05/04/2018**
End Date **05/20/2018**