

HILLSBORO SCHOOL DISTRICT 1 J JOB DESCRIPTION

Supervisor of Transportation Personnel and Special Needs Routing

IMMEDIATE SUPERVISOR Director of Transportation

GENERAL DUTIES

This position provides leadership and supervision of classified employees in the Transportation Department, as well as assisting the Director in Department planning. Considerable public contact is involved and supervisors are expected to employ skill and judgment in the conduct of these contacts within established policies and procedures. The position is also responsible for overseeing the routing of school buses, including special education buses, based on current demographic information and school bus capacities, utilizing routing software, and assigning drivers to daily routes, special needs routes, and special activity trips.

ESSENTIAL REQUIREMENTS:

- A. Undergraduate degree (or equivalent experience)
- B. Four years of experience related to Human Resource and/or Transportation Services
- C. Detailed knowledge of computer systems and Microsoft Office software
- D. Knowledge and understanding of routing software
- E. Ability to communicate efficiently and effectively, with credibility and confidence, in written and oral media
- F. Skilled at positive conflict resolution
- G. Ability to interact in a positive and professional manner with the public and co-workers
- H. Ability to work under stressful conditions and tight time frames
- I. Knowledge of the greater Portland Metro geographical area
- J. Knowledge and understanding of pupil transportation and the rules and regulations covering pupil transportation
- K. Possession of a valid School Bus Drivers' License or the ability to acquire one; ability to drive a school bus as needed
- L. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds, using English, Spanish, or other languages related to the job
- M. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Hires and supervises classified staff, including: advertising vacancies, interviewing candidates, background verification, drug testing, physicals, making recommendations for hiring, and conducting employee evaluations
- B. Assures safe, timely and efficient transportation services by assisting in directing and managing the District's transportation operations; plans and organizes bus

- routes; assists with driver staff assignments; reviews work progress; directs changes in priorities and schedules as needed to assure work is performed efficiently and according to appropriate guidelines, procedures, and regulations
- C. Investigates and resolves complaints regarding transportation services and employee conduct including discipline of employees, if required
 - D. Responsible for overseeing routing of school buses, including special needs buses, from students' homes to all programs within and outside of the school district
 - E. Performs computer input and retrieval, including student data and routes
 - F. Assures that extra driving assignments are routed and dispatched
 - G. Provides for the emergency dispatch of buses and drivers, as needed
 - H. Provides information to school employees and the public regarding established policies and procedures
 - I. Assures a positive working relationship between school personnel and the general public by interacting with District staff and the general public in a positive and responsible manner
 - J. Assures that employees of the department are specifically trained to present a positive public image
 - K. Assures the resolution of problems and emergencies affecting the availability or quality of service
 - L. Advises, assists, and trains staff as necessary
 - M. Coordinates the selection of new employees and makes recommendations regarding the hiring, discipline, and termination of classified employees
 - N. Positively represents the District in transportation related issues on various committees and before special interest groups, citizen groups, and at other public meetings
 - O. Oversees the student management process and works with school staff to resolve issues, acting as the liaison between the schools and the bus drivers
 - P. Monitors and completes necessary testing and reports to comply with Federal and District Drug Testing requirements
 - Q. Verifies compliance with State and Federal regulations, licensing requirements, and other applicable legislation regarding transportation
 - R. Assists by being available on-call during non-office hours and holidays for Transportation personnel and District staff

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent or the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control			X		
*Pushing/Pulling Maximum weight: 120lbs.			X		
*Lifting/Carrying/Dragging Maximum weight: 125lbs.		X			

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior and speech; dress in a neat, clean, and professional manner appropriate for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor; work under the direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests made by proper authorities
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and, once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: SuperTech Pay Range E
Last revised: June 2011