

**Cottonwood Joint School District No. 242**

**Transportation Supervisor  
Job Description**

**QUALIFICATIONS:**

1. Experience and background in automotive and truck maintenance and repair.
2. Ability to maintain accurate transportation records and to submit required district and state reports in a timely manner.
3. Experience in general building and grounds maintenance.
4. Ability to work independently in accomplishing required tasks (follows work schedules and instructions without constant supervision).
5. Ability to use time efficiently and to complete jobs quickly and well.
6. The desire to perform in an outstanding manner and to accept responsibility for work accomplished.
7. A willingness to be flexible in work schedules to allow for weather and other unanticipated situations.
8. A willingness to maintain appropriate dress and personal habits that are expected of a responsible school employee who works with and around school children.

**JOB GOALS:**

1. To maintain a transportation system that will provide safe, efficient and dependable transportation for all district needs.
2. To coordinate all transportation activities for the district, including route and activity runs and requests for other district vehicles.
3. To assist the maintenance supervisor with building and grounds maintenance when needed and when time allows.

**REPORTS TO:** The superintendent and also communicates daily with building principals and the maintenance supervisor concerning current activities and needs.

**PERFORMANCE REQUIREMENTS:** The Transportation Supervisor will:

1. Perform all maintenance for district vehicles within the limitations of the repair facilities and equipment.
2. Perform annual and 60 day vehicle inspections and certify that vehicle readiness as required by state regulations.

3. Perform scheduled oil changes and lubrication on all vehicles.
4. Perform tire repairs and ensure that all tires are safe and within limitations set for school vehicles.
5. Order all tires, lubricants and maintenance items through district purchase orders.
6. Keep an accurate inventory of all transportation equipment and supplies.
7. Keep such records as are required by district and state policies and prepares state required reports in a timely and accurate manner.
8. Assist the superintendent's office staff with coordinating and scheduling bus driver training and certification.
9. Assist in determining bus routes and assigning drivers and buses.
10. Assign buses and drivers for extracurricular activities.
11. Prepare activity buses for trips (fuel, oil, cleans windshields, checks on bus cleanliness before and after the trip, etc.)

**FURNACE MAINTENANCE AND OPERATION (Jr Sr High School):**

1. Perform daily checks for proper operation.
2. Follow a set schedule for cleaning fire boxes, flues, etc.
3. Follow scheduled "blow-down" procedures on the furnace and the water control safety values.
4. Manage furnace fuel and orders fuel through the Maintenance Supervisor when needed.
5. Maintain required furnace records and documentation of maintenance.
6. Perform summer cleaning and storage procedures.

**BUILDING AND GROUNDS MAINTENANCE:**

1. Perform snow removal from Jr. Sr. high school sidewalks, drives and parking areas.
2. Assist in snow removal at the elementary school when needed.
3. Assist Maintenance Supervisor with care and maintenance of all buildings and grounds during the year as needed and as time allows.

**TERMS OF EMPLOYMENT:** The Transportation Supervisor will be hired as an "at will" employee of the district, hired for twelve months each year. Legal holidays, paid vacation and personnel benefits will be in accordance with the district's personnel policies for classified staff.

**EVALUATION:** Performance will be evaluated annually by the superintendent in accordance with the district policy governing classified personnel.