

Transportation Supervisor

Springfield Local School District

Apply to:

Dustin Boswell, Business Manager

2141 Pickle Road

Akron, OH 44312

(330) 798-1105

sp_boswell@springfieldspartans.org

Essential Functions

Responsible for oversight of the transportation services offered by the district.

Reports regularly to the business manager and provides status updates. Responsible for daily transportation operations, including: departmental compliance with all state regulations and procedures, and managing employees assigned to the department.

Qualifications

- Pupil transportation safety laws and State Laws and Vehicle Regulations
- Strong communications skills
- Transportation safety procedures
- Maintain a current CDL driver's license with school bus endorsement (obtain within six (6) months of employment)
- Basic computer skills (Microsoft, Google)

Performance Responsibilities

- Staffing
 - Driver recruiting, training, compliance, inservice and evaluation
 - Maintain driver handbook
 - Manage bus assignments and vacancies
 - Manage field trips
- Routing
 - Prepare Routing Plan using software
 - Monitor and adjust routes for effectiveness
 - Monitor and adjust ridership and rosters
 - Perform ride along assessments for safety, accuracy and efficiency.
- Fleet / Compliance
 - Prepare state reports
 - Fleet compliance
 - Manage pre-trip inspections
 - Budget Planning
- Student
 - Bus Safety Program
 - Manage student discipline reports
 - Manage transportation requests
 - Coordinate with buildings & departments
 - Communicate with parents and buildings regarding routing adjustments, concerns and other related items.
- Safety
 - Monitor road conditions
 - Emergency planning & review

Application Due

May 16, 2023

Pre-employment requirements

Drug and alcohol screening
FBI & BCI background checks

Salary

Negotiable based on experience

11 month work schedule

Jobsite

Springfield Transportation Depot
2660 Kenny Ray Jr Memorial
Parkway
Lakemore, Ohio 44250
(330)798-1010