



## **North Lake School District #14**

57566 Fort Rock Road, Silver Lake, OR 97638

Phone 541-576-2121 Fax 541-576-2705

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**Job Description:** Transportation Supervisor  
**Reports To:** Superintendent  
**Classification:** Confidential  
**FLSA Status:** Exempt  
**Bargaining Unit:** Non-Represented

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### **JOB SUMMARY**

This position works as part of a team with Administration to provide leadership and supervision of the District's student transportation program, including home to school, athletic, activity, and curriculum-related travel. The position includes managing, supervising, and the evaluation of day-to-day District transportation operations of buses, drivers, service staff, and the routing and scheduling of special services in accordance with State law and District standards; as well as train newly hired, regular and substitute school bus drivers, and perform school bus driver duties as needed. Work is measured mainly through the observance of results obtained. The position will also involve the use of the computer programs and software specific to the assignment and training others on the use of these programs.

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### **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. Partner with district personnel to meet the district's needs for transportation.
2. Recommend transportation staff for hire, train or coordinate training, supervise, and evaluate transportation staff including an annual behind-the-wheel evaluation of drivers.
3. Set annual goals with each contracted driver and complete annual evaluation in the district evaluation program.
4. Train and evaluate or coordinate the training and evaluation of individuals seeking bus driver licensure within three months of hire.
5. Coordinate the development and implementation of the driver training and safety programs.
6. Coordinate professional development programs for transportation staff.
7. Oversee driver timesheets, Department of Transportation logs, drug analysis, and leave requests consistent with collective bargaining agreements.
8. Keep record of all drivers' hours worked and time off making sure they stay within the state, federal, and district limitations.
9. Maintain records of all trips and assignments.
10. Ensure work tasks are completed efficiently and align with state laws, district policies, and contractual obligations.
11. Prepare, process, and maintain documents required to verify safety and medical certification and alcohol and drug testing of bus drivers.
12. Assign substitute drivers as outlined in the collective bargaining agreement, as needed.

13. If no district drivers or substitutes are available, contact Administration in sufficient time to find trip coverage.
  14. Provide bus route rosters to drivers, secretaries, and administration prior to the first day of school, updating them as needed. Routes will also be posted to the district website and updated regularly.
  15. Provide families with their child's bus information, including stop location, pick-up and drop-off times upon request.
  16. Communicate to and from route eligibility with families.
  17. Support drivers with student discipline in partnership with Administration and in line with district policy and legal requirements.
  18. Participate in the annual budget process, sharing the needs of the department including purchased items, vehicles, facilities, and staffing.
  19. Work within the department budget requesting purchase orders as needed.
  20. Collaborate with internal and external personnel (e.g., other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
  21. Assign and receive all district vehicles.
  22. File appropriate forms with Payroll, Athletic Directors, Coaches, Teachers, Secretaries, Human Resources, and Administration, etc.
  23. Assess and respond to incident, accidents, complaints, etc. during and after standard hours to resolve immediate safety concerns.
  24. Isolate problems by evaluating issues, determine alternatives, execute solutions and effectively communicate directives.
  25. Work in concert with law enforcement and district leadership to organize emergency routing, if necessary.
  26. Advise Administration about inclement weather conditions that may result in the closing or delay of schools.
  27. Dispatch the mechanic to address bus/vehicle breakdowns or related emergencies as they arise.
  28. Plan, direct, and supervise the repair and maintenance of the district's fleet including, but not limited to, school busses, activity busses, maintenance and transportation vehicles, in compliance with governmental rules and regulations. Establish and implement a sound preventative maintenance program and ensure detailed service records are maintained and that all district and customer vehicles are maintained to meet or exceed industry standards.
  29. Prepare a wide variety of written materials (e.g., bid specifications, correspondence, reports, procedures, work instructions, etc.) to document ways to improve operations in accordance with quality management and continuous improvement. Prepare local and state reports as required.
  30. Keep abreast of current regulations, techniques, and operational requirements of transportation and ensure staff complies with policies and regulations.
  31. Develop, coordinate, and manage short-and long-range plans in transportation services to enhance educational excellence related to student access to schools.
  32. Cover school bus routes/assignments, when needed.
  33. Comply with all applicable district, state, and federal policies and laws.
  34. Maintain confidentiality and professionalism in all areas.
  35. Perform other duties as assigned by the Superintendent or designee.
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#### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal 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. Attends staff meetings and trainings as required.
  2. Reports issues to authorities as necessary; animal control, suspicious activity, etc.
  3. Reports safety, sanitary and fire hazards immediately to administration.
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### **SUPERVISORY RESPONSIBILITIES**

This position supervises and evaluates bus drivers and the mechanic. All school employees have responsibility for supervising students and assisting in maintaining a safe environment at all times. Regular communication and collaboration with Administration regarding employee evaluations is expected.

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### **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.

- **Education and/or Experience:** High school diploma or GED. Experience with K-12 transportation operations and supervision, or equivalent in public sector. Knowledge of ODE transportation regulations and their appropriate applications or ability to acquire once hired. Supervisory experience required. Self-starter with proven analytical, organizational, and problem-solving skills preferred. Excellent leadership skills as demonstrated by attendance, work ethic, and job performance.
- **Licenses:** Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record and evidence of insurability. In addition, individuals are required to pass a State of Oregon Department of Transportation physical exam. Possession of, or the ability to obtain within 4 months, a valid Class B Oregon's Commercial Driver's license with school bus endorsements.
  - Possession of or the ability to obtain Oregon School Bus Driver Instructor certification within 18 months of the hire date. Must maintain once acquired.
  - Possession of or the ability to obtain Third-Party Examiner certification from the Oregon Department of Motor Vehicles within two years. Must maintain once acquired.
  - Strong consideration given to candidates who have previous managerial and leadership experience, hold School Bus Certification, Behind-the-Wheel Trainer Certification, First Aid Trainer Certification, and 3<sup>rd</sup> Party Testing Certification.
- **Interpersonal Skills:** Must be able to work independently, as well as with other employees effectively as a team member. Focus on solving conflict, maintaining confidentiality, listen to others without interrupting, keep emotions under control, remain open to others' ideas, and contribute to building a positive team spirit. Must be able to multi-task efficiently. Must be able to interact and work patiently and cooperatively with students, staff, public officials, vendors and patrons.
- **Language Skills:** Excellent written and oral communication skills, Ability to communicate fluently verbally and in writing in English. Ability to effectively present information to supervisors. Ability to read and interpret documents such as safety rules, operating and instructions, procedures manuals, and blueprints.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Able to read and understand department's standards and guidelines.
- **Computer Skills:** Ability to proficiently use the following programs strongly preferred: MS Word, Excel, email, Google programs, internet applications, bus video programs, specialized maintenance software programs, utility management programs. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities. Ability to remain focused and calm in chaotic situations. Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules. Knowledge of safety and accident prevention measures. Ability to read and understand maps and written directions. Ability to read all traffic signals, lights and markers. Ability to keep a level head when an emergency arises and be able to take command of the situation until help arrives. Ability to make decisions when there is a change in normal student delivery. Report all road hazards. Ability to observe any mechanical problems and report them properly.
- **Certificates:** Certificates as determined by the District.
- **Driving Record:** Must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: reckless driving, hit and run, driving under the influence of alcohol or drugs, or more than one moving violation of any other type.
- **Additional Testing:** Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees are required to pass a State of Oregon Department of Transportation physical exam.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to use hands to fingers, handles, feel or operate objects, tools or controls and reach with hands and arms. The position requires moderate physical effort. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl. Employee is regularly required to reach with hands and arms using a keyboard and video display terminal. The employee must regularly lift and/or move up to 100 pounds and a keyboard and video display terminal. The employee must regularly lift and/or move up to 100 pounds and occasionally over 100 pounds with assistance. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception and ability to adjust focus. The employee is required to complete SafeSchools online training on an annual basis.

In addition to the above-mentioned physical demands, the transportation manager must meet physical examination requirements as outlined in the current Oregon Pupil Transportation Manual.

NOTE: Safety Sensitive Position—Employees in this position will be subject to random selection for mandatory alcohol/controlled substance testing.

**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.

This position works primarily in the Transportation Department office and garage environment, and may drive school buses as needed. Employee will be exposed to noise, machinery, vibrations, and toxic agents. The exposure to unusual elements such as extreme temperatures above 100 degrees and below 32 degrees, dirt, dust, fumes, grease, and unpleasant odors is also to be expected. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The work environment involves exposure to hazards and physical risks including chemicals, power/hand-operated equipment and machinery, which require following basic safety precautions. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The work may require travel between various locations inside and outside of the District.

**OTHER**

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Administration	Prepared Date: January 2024
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I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date