Eloy Elementary School District #11

1011 N Sunshine Blvd. Eloy, Arizona 85131
520/466-2100 ● Fax: 520/466-2101
Website: www.eloyesd.org

Job Description: Transportation Supervisor

Position Title: Transportation Supervisor
Reports To: Transportation Director
Position Type: Full-time

Job Summary:

The Transportation Supervisor oversees daily transportation operations to ensure the safe and efficient transportation of students. This role involves supervising bus drivers and monitors, coordinating bus routes, maintaining compliance with safety regulations, and supporting the Transportation Director in managing transportation services within the district.

Key Responsibilities:

Supervision and Training:

- Supervise and provide leadership to bus drivers, monitors, and other transportation staff.
- Conduct regular performance evaluations, provide feedback, and oversee training programs for transportation personnel.
- Ensure adherence to district policies, safety procedures, and regulations.

Route Coordination and Scheduling:

- Coordinate bus routes and schedules to optimize efficiency and minimize transportation time for students.
- Adjust routes and schedules as needed based on student enrollment changes, traffic patterns, and operational needs.
- Communicate route information effectively to drivers, school administrators and office staff.

Safety and Compliance:

- Monitor and enforce compliance with state and federal transportation regulations, including vehicle inspections, driver qualifications, and safety protocols.
- Conduct regular inspections of buses and facilities to ensure safety standards are met.
- Investigate and report accidents, incidents, and violations, and implement corrective actions as necessary.

Communication and Customer Service:

- Serve as a liaison between transportation staff, school administration, parents, and community members.
- Address parent inquiries and concerns related to transportation services promptly and professionally.
- Collaborate with school principals and district administrators to resolve transportation issues and improve service delivery.

Administrative Support:

- Assist the Transportation Director in budget planning and monitoring transportation expenditures.
- Maintain accurate records of bus maintenance, mileage, fuel consumption, and other transportation-related data.
- Prepare reports, schedules, and documentation as required by district policies and regulations.

Emergency Preparedness:

- Develop and implement emergency response procedures for transportation incidents or crises.
- Coordinate drills and training sessions for transportation staff to ensure preparedness and effective response in emergency situations.

Qualifications:

Education and Experience:

- High school diploma or equivalent (Bachelor's degree in Transportation Management or related field preferred).
- Minimum of 3 years of experience in transportation operations, preferably in a school district or similar educational setting.
- Previous experience in supervisory or leadership roles is highly desirable.

Skills and Competencies:

- Strong leadership and managerial skills, with the ability to motivate and supervise a diverse team.
- Knowledge of transportation regulations, safety standards, and best practices in fleet management.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with stakeholders.
- Problem-solving abilities and attention to detail in managing operational challenges and logistics.
- Proficiency in computer skills, including transportation management software and Microsoft Office Suite.

Working Conditions:

- Work is primarily performed in an office environment within the transportation department, with regular visits to bus terminals and school sites.
- Flexible hours may be required to accommodate transportation operations, including early mornings and occasional evenings.