

**SCHOOL DISTRICT OF MAYVILLE**

242

**TRANSPORTATION SUPERVISOR  
(Job Description)**

- QUALIFICATIONS:
- (1) Have specialization in the field obtained through technical education, on-the-job training or past experience as an automotive mechanic with supervisory ability. Formal education shall be equivalent to a high school diploma, plus additional required knowledge.
  - (2) Have training and knowledge for job mastery within one to three years.
  - (3) Be knowledgeable in school bus operations and maintenance of school-owned vehicles.

REPORTS TO: District Administrator

BASIC JOB FUNCTIONS: The Transportation Supervisor shall be responsible for the operation and maintenance of the District's transportation program.

SPECIFIC JOB DUTIES:

The Transportation Supervisor shall:

1. Manage the District's transportation program in accordance with Board of Education policies, state laws and administrative directives.
2. Be responsible for solving problems related to the transportation program within the limits of established policies and standard practice. If necessary, particular problems shall be referred to the District Administrator for clarification and interpretation.
3. Supervise all school bus drivers and, at times, part-time garage help.
4. Maintain bus maintenance records as required by the District.
5. Maintain a good working relationship with school district personnel, students and parents/guardians.
6. Perform other appropriate duties as assigned by the District Administrator.

TERMS OF EMPLOYMENT:

The Transportation Supervisor shall be appointed to a fix term of office of not more that two years and at a salary established by the Board of Education.

APPROVED: April 21, 1997

ADOPTED: May 19, 1997

REVIEWED:

REVISED:

Signatures of School Board Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_