



## Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **Transportation Supervisor**

Department/Section: Transportation, Mechanic

State Job Match: 238

Title of Immediate Supervisor: Superintendent of Schools

**JOB SUMMARY** -- This position maintains all transportation vehicles in safe and efficient operating condition to ensure that all vehicles comply with State Safety Standards.

### **Task No. And DESCRIPTION**

1. Conducts inspections and maintenance checks of vehicles for signs of wear and tear and conducts routine maintenance of vehicles including but not limited to inspection of brakes, suspension, hoses, engine, radiator, transmission, exhaust system, electrical system, and fluid levels.
2. Establishes schedule for servicing vehicles and conducting preventive maintenance, including maintaining individual maintenance logs on each vehicle.
3. Establish procedure for collecting information from drivers regarding performance and handling of the vehicles.
4. Assesses mechanical problems identified by drivers and determine if vehicle is safe to drive.
5. Coordinate purchasing to maintain a current inventory of supplies, equipment, fuel stock, and vehicles.
6. Conducts and coordinates the major and minor repair of vehicles.
7. Conducts the safety evaluation of transportation personnel.
8. Identifies methods for improving safety and efficiency of the transportation department.
9. Assists in the preparation of the transportation operating and capital budget.
10. Assists in bus routes set-up, and checking out stops and turn-arounds.
11. Assists in dispatching to bus drivers
12. On call for last minute bus or van route
13. Maintains a clean shop and office area
14. Assures that bus drivers follow school district policy in the operation of buses.

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15. Helps maintain the grounds and major facilities projects.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

**QUALIFICATIONS:** Specific training or job experience required before appointment: High School Diploma. Training and/or experience as a diesel mechanic. Commercial drivers license with School Bus and Passenger endorsements. Physical requirements:

Estimated length of time required for new entrant to achieve acceptable level of proficiency: One year.

**ORGANIZATIONAL RELATIONSHIPS:** This position reports directly to the Superintendent and works with part-time drivers to maintain equipment and coordinate safety measures.

**WORKING CONDITIONS:** No unusual or extraordinary working conditions.

**TERM/CONDITIONS OF EMPLOYMENT:** Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

**PERFORMANCE REVIEW:** Annual evaluation by superintendent of schools.

Updated March 2013