

## POSITION DESCRIPTION

TITLE: Transportation Superintendent

DATE: October 1995

DEPARTMENT: Hannahville Indian School

DATED REVISED: April, 2000

DIVISION: Transportation

**POSITION SUMMARY:** Plans the daily/routine transportation routes/schedules for the Hannahville Indian School. Schedules meetings with the drivers to discuss their individual routes and coordinates all changes to their regular schedule. Schedules all training for the bus drivers ensuring they meet the bus driver certification requirements. Schedules and maintains logs of routine bus maintenance.

**SUPERVISION RECEIVED:** Works under the direct supervision of the School Administrators (Superintendent, Principal and Asst Principal.) Indirectly for the other Tribal Administrators.

**SUPERVISION EXERCISED:** Supervises 5 full time bus drivers and substitute bus drivers

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Ensures bus drivers performs pre-trip inspection of school bus prior to every trip, this includes ensuring gas tanks are full and oil is changed when necessary. Schedules maintenance as needed. Ensures all drivers follow their established routes and designated bus stops. When inclement weather and/ or varying traffic conditions, coordinates information to the school administration as it may pertain to school cancellation or delays. Ensures all bus accidents reports and student injuries reports are brought to the attention of the proper authorities. Conduct emergency evacuation drills in accordance with school policies. Post and instruct passengers of all rules with regards to their safety while on the bus. Insures all bus drivers performs daily bus clean-up duties inside and out. Schedules classes and any or all additional training required for the bus drivers to maintain their certification requirements. Coordinates with school administrators all transportation data necessary for required state and/or federal reporting. Attend and pass yearly CPR and basic First Aide classes.

**PERIPHERAL DUTIES:** All Other related duties as assigned by the school administration.

**QUALIFICATIONS:** Meet school bus driver certification requirements: a) minimum hours of instruction, and b) pass knowledge examination. Pass the State of MI requirements for appropriate licensing. Pass the MI State physical examination requirements. Pass MI State standards driving test, and meet the state standards for driver record check.

Education: High School graduate or equivalent.

Experience: N/A

**Knowledge:** Knowledge of MI State Bus Driving and Safety Standards and Procedures. Knowledge of state laws and local driving ordinances. Operate all vehicle types used in transporting students in the school district. Knowledge of the geographic service of the school district.

**Skill and Abilities:** Ability to carry out projects to their completion, ability to communicate effectively verbally and in writing, ability to establish and maintain effective working relations with employees, students and the general public. Deal with exuberant behavior characteristics of all passengers. Administer disciplinary procedures in keeping with school policies. Be alert and exercise good judgement concerning emergencies, disabled vehicles and irregular special requests by parents/guardians.

**TOOLS AND EQUIPMENT USED:** CB radios for school contact and fire extinguisher as required, telephones and basic emergency equipment.

**PHYSICAL DEMANDS:** Must be able to successfully perform the essential functions of this job as well as passing the state physical examination requirement.

**WORK ENVIRONMENTS:** The noise level is usually pleasant and comfortable, eye protection may be worn for assigned duty. Other safety equipment as gear may be required.

**SELECTION GUIDELINES:** Complete employment application and resume, if desired rating of education and experience copy of current CDL with Passenger endorsement and health card. Oral interview and reference check; job relates tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job.

Signature \_\_\_\_\_  
Employee

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Principal

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Adminstrator

Date