



Job Title: Transportation Supervisor

Department: Transportation
Reports To: Terminal Manager
Grade: BG-02
Number of Days: 12 Months
Security Access: All transportation areas, terminals (East, West, North and South)
 Buildings (Main, A, B, C, D, and E)
Current Date: April 14, 2016
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Under independent direction, performs a wide variety of critical and essential duties, plan, direct, communicate, and supervise all drivers, office personnel in day to day operations insuring complete customer satisfaction. Represent District to its customers and the public in a professional, courteous and serving manner. Handle problems concerning customers, students, parents, officials, and employees in a timely manner.

Minimum Qualifications:

- HS Graduate or GED.
- Must possess or willing to obtain a commercial drivers' license, (CDL) class B with passenger and air brake endorsements and a state of Oklahoma
- School Bus Driver Certificate.
- Current drivers to be considered must not have had a preventable school bus accident, no disciplinary action within the last 12 months, positive attendance record (no unscheduled/unapproved absences within the last 12 months)
- Minimum of one year bus driving experience, exceptions may only be granted by the Director of Transportation or his/her designee.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Interacts daily with drivers, monitors, maintenance, safety and other employees to ensure service requirements and obligations are met.
- Direct daily operations.
- Direct staff in their role as drivers, attendants, clerks, and maintenance personnel in operating procedures and schedules.
- Oversee and assist in the operation including policy interpretation, trip scheduling and routing, accounting, and other activities.
- Communication with employees concerning District goals, objectives, and policies. Coordinate frequently with transportation staff to maintain continuity in policies and procedures.
- Communicate professionally and effectively with parents, school officials, and district personnel to resolve issues relating to transportation.
- Ensure the implementation of the safety and performance standards established by the TPS Transportation Department.
- Prepare weekly and monthly reports, administer budget.
- Oversee compliance with labor standards and resolve labor/employee grievances. Hire, train, and motivate staff employees.
- Ensure that all safety programs are implemented and adhered to.
- Determine availability of drivers and monitors regularly assigned to routes to determine hire needs.
- Handle customer complaints, take reports of late buses, breakdowns, accidents and report to proper individual to prevent interruption of service, log complaints/incidents.
- Coordinates with school officials to insure safe, efficient and timely pupil transportation services.
- Coordinates emergency response network when there is a problem.
- Submits required reports and paperwork to the proper authority in a timely fashion.
- Ensures compliance with district policies and processes. Discusses any breach of policy and procedure noted with supervisor.
- Handle/administer driver/monitor disciplinary issues
- Communicate professionally and effectively with school officials, parents, students, drivers, monitors and company personnel to resolve relative issues.
- Sets example of professional behavior by maintaining the proper attitude, dress and TEAMWORK.
- Search for ways to improve the district, its workplace, and informing management of these suggestions.

- Promoting teamwork, trust, good will, and the district in its efforts to patrons and team members.
- Obey all Federal, State, Local laws and the “policies and guidelines” of TransPar and District.
- Complete special projects as assigned.
- Work with schools and staff to resolve all issues relating to transportation.
- Prepare reports as required.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Keyboarding experience mandatory.
- Ability to utilize a computer keyboard and to utilize word processing for records is necessary.
- Interpersonal skills necessary to handle high stress volumes.
- Ability to multi-task.
- Excellent people skills.
- Above average organizational skills.

Supervisory Responsibility: Give direction to drivers on a daily basis

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment
- Travel within the district

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.