



Job Title: Transportation Training Supervisor

Department: Transportation
Reports To: GIS/Training Manager
Grade: CA-15
Number of Days: 12 Months
Security Access: None
Current Date: November 21, 2016
Overtime Status: Non-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: Responsible for the supervision of new drivers while going through training. Will evaluate driving skills of new employees and determine if they possess the skills necessary to be placed in a driving position. They will also work with existing drivers to help evaluate driving skills.

Minimum Qualifications:

- **Education**

- High School diploma
- **Experience**
 - Verifiable Management Experience
 - Excellent Organizational and Time Management Skills
 - Able to Prioritize, Plan and Coordinate Work Schedules
 - Excellent Written and Verbal Communication Skills
 - Problem Solving Ability
 - Experience in Employee Relations, Training and Safety

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Responsible for all Bus Driver Training 40%
- Leadership Meetings 10%
- Driver Yearly Road Evaluations 10%
- Driver Leadership and Staff Training Meetings 10%
- Respond to Departmental E-Mails 10%
- Field Monitoring (Stops, Buses, Traffic, Disciplinary Problems) 10%
- Staff Meetings (Daily Briefing) 10%
- Employee Evaluations – 45 Day
- Employee Evaluations - Yearly
- Accident Investigation
- Employee Counseling
- Employee Disciplinary Action
- Employee Resignation/Terminations
- Information for Researching Complaints
- New Employee Interviews
- On Call – Nights (After Hours)
- No Notice Bus Inspections
- Parent Conferences
- Reports for Director of Transportation
- School Visits
- IEP Meetings
- Special Meetings
- Stop Changes
- Stop Check Discipline
- Stop Check Safety
- Team Meetings
- Training Meetings at East Lot
- On Call – Week Ends (After Hours)
- Work Special Events
- Inclement Weather Road Checks (Before and After Hours)
- Assist Drivers with Evacuation Drills
- Route Evaluations
- Send and Receive School Evaluations
- Employee Termination Hearings
- Monitor and Review Employee Reports (Payroll, Attendance, Accidents, Patron Complaints)

- Attend Unemployment Hearing
- Departmental Safety
- Drive Bus Route as Required

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

- CDL Class B License
- Passenger Endorsement
- S Endorsement
- Oklahoma State Bus Drivers Certificate
- State of Oklahoma Certified Instructor

Supervisory Responsibility:

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

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is 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.