

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Supervisor of Transportation Services

**Reports To:** Superintendent

**Supervises:** Vehicle Drivers, Aides and Courier

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Possesses knowledge of school van traffic laws, safety, and routing.
- Holds a high school graduate or equivalent.
- Possesses minimum of five years experience in school transportation.
- Is physically able to perform all items listed in the essential duties.
- Is proficiency in computer skills.
- Possesses ability to organize and handle multiple tasks simultaneously.
- Possesses ability to positively interact with staff, students, parents and community.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

### **Description:**

This position entails bidding and routing of school vehicles/vans, scheduling special trips, supervision of drivers and liaison with the mechanics. Have a close working relationship with administration and promoting positive public relations with other departments and the community. Promote safety practices and procedures consistent with OSHA Standards and Ohio Administrative Code.

### **Key Functions:**

#### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.

7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

**Vision, Continuous Improvement, and Focus of Work:**

1. Assists the Superintendent in the formation and implementation of the Service Center's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested by the Superintendent.
3. Chairs appropriate countywide committees.
4. Services upon assignment by the Superintendent as a resource person to Medina County school districts.
5. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
6. Works cooperatively with the Superintendent and the Treasurer in developing and administering the annual budget.
7. Serves as a member of the Service Center's Administrative Team.
8. Researches, writes, and administers grants that are related to the Service Center or its customers.
9. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
10. Assists in the recruiting, interviewing, and orientation of new ESC employees.
11. ESC liaison with statewide committees and networks.

**Scheduling and Administrative Duties:**

1. Annually establish all vans routes for which the ESCMC is contracted.
2. Complete all transportation-related reports such as the, accident reports, incident reports, etc. and submit copies of such to administration.
3. Secure substitute drivers as needed.
4. Work with vehicle drivers to establish vehicle routes.
5. Recommend replacement drivers.
6. Work closely with bus mechanics in scheduling maintenance, and obtaining maintenance records and information for required reports.
7. Investigate parent and or school complaints.
8. Maintain a current roster of pupils transported, and prepare all reports that are required.
9. Make periodic on-site interior inspection of vehicle for cleanliness and compliance with regulations.
10. Assist in the preparation and monitoring of the budget for the department.
11. Schedule driver's group physical (required annually).

12. Maintain radio contact with all vehicles as needed.
13. Secure driver abstracts as required by law.
14. Execute all billing related to the transportation department.

**Training and Staff Development:**

1. Hold periodic driver safety meetings.
2. Coordinate and/or assist with training programs within the transportation department.
3. Work closely with the special education department in order to determine vehicle needs.
4. Ensure substitutes are properly trained and assigned.
5. Keep abreast of new techniques and operations concerning transportation.
6. Conduct annual van driver in-service meetings.
7. Evaluate drivers.
8. Oversee CPR/First Aid training.
9. Participate in countywide transportation directors' meetings
10. Work in conjunction with the county transportation directors and the ESC pre-service staff in coordinating and implementing the annual bus driver in-service.

**Other Duties and Responsibilities:**

1. Public relations – Make personal contact with school, staff and parents, serve as a role model for students.
2. Other duties as may be assigned.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue
2. Potential interaction among unruly children
3. Occasional operation of a vehicle under inclement weather/driving conditions.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

## Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: November 19, 2012**  
**Revised by Governing Board: November 19, 2018**