

**Mackay School District**  
**Classified Job Description**  
**Bus Supervisor**

**Definition:** To supervise the daily operation of the school buses and drivers to provide the safest and most efficient transportation.

**Work Schedule:** 5.5 hours per week. This position is a 12 month position.

**Example of Duties:**

- \* Develops and administers a transportation program to meet all the requirements of the daily instruction program and extracurricular activities.
- \* Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfers, probation and release.
- \* Maintains all district owned equipment and develops plans for preventive maintenance. Individual service and mileage records shall be kept on each school bus or other vehicle.
- \* Recommends bus routes and non transportation zones to the superintendent and the Board of Trustees annually and verifies claims for in-lieu-of transportation payments.
- \* Prepares and updates bus schedules.
- \* Cooperates with school principals and others responsible for planning special or extracurricular school trips.
- \* Works with drivers, parents, teachers, and principals in solving discipline problems on buses.
- \* Acts as liaison with parents for complaints and special requests.
- \* Conforms with all state laws and regulations regarding school transportation.
- \* Submits all data, insurance reports, time sheets, and other records and reports as may be required by the state or district superintendent.
- \* Advises superintendent on road hazards for decision on school closure during inclement weather.
- \* Attends appropriate committee and staff meetings.
- \* Develops recommendations for future equipment and personnel needs and prepares specifications for the bidding and purchase of new school buses or other major equipment.
- \* Monitors the safe operation of the buses.
- \* Must be responsible, and able to handle confidential material, organize effectively, and work independently.
- \* Assure that a positive image of Mackay School District is portrayed at all times.
- \* Performs such other duties as prescribed by the Superintendent.

**Job Specifics:**

- \* Visit with the public to see if they would like to be a bus driver.
- \* Train seasoned drivers (minimum of 10 hours per driver during the school year) and new bus drivers (minimum of 50 hours plus take down for skills testing to Blackfoot).
- \* Ride routes and set time schedules (five routes and two kinder/preschool routes).
- \* Make out new route maps and time schedules (make copy for board, secretaries, road crew, drivers).
- \* Make up student lists with names, medical info, parents, address and phone numbers.
- \* Keep supply cabinets full with paper towels, Kleenex, trash bags, oil, antifreeze, window cleaner fluid etc.
- \* Copy bus information for each bus and make sure that each silver tablet has the information (time sheets, bus conduct forms, ridership count forms, mileage book, accident forms, bus passing forms, emergency contact numbers and drivers list).

- \*Do state reports on safety busing, ridership counts (3), end of year reports.
- \*Go out and map out the safety busing information.
- \*Plug in the buses during cold weather.
- \*Collect time sheets and turn into payroll manager.
- \*Call sub drivers and activity drivers for time sheets.
- \*Do monthly reports on costs, mileage and ridership for each bus.
- \*Meet with Superintendent and other staff weekly.
- \*Visit with parents on their concerns.
- \*Inform drivers if a parent calls with concerns and go over the concerns of the parents and drivers.
- \*Inform drivers of new students and stops.
- \*Go out and find the new stop so that I can tell driver of location.
- \*Call drivers on emergency closures and late starts.
- \*Make sure that there is fuel in the bus yard.
- \*Contact Mr. Wall on any problems that we have at the bus yard.
- \*Inform mechanic on bus repairs (regular and traveling).
- \*Make up and send out bus bids for new buses.
- \*Visit with parents, principals, students and driver when a discipline problem arises on bus.
- \*Check with dispatch on field and activity trips to see what bus and driver is going out.
- \*Contact road and bridge on road conditions (state and county).
- \*Contact state department for new regulations and laws concerning busing.
- \*Attend regional supervisors meetings (3 each year).
- \*Visit with drivers on their concerns with student behavior.
- \*Man 2-way radio when dispatch is not available.
- \*Do route and driver evaluations and turn into the district office by the end of school year.
- \*Order items needed for buses (seat belts).
- \*Make sure buses are ready to begin the new school year (clean, supplies, fire extinguisher is full, trash cans, flashlight, etc.).
- \*Start spare buses during the month to keep battery charged.
- \*Inform drivers of drug testing and physical deadlines.
- \*Go to state supervisors training (train the trainer).
- \*Keep bus drivers manuals up to date with state changes.
- \*Keep drivers training records updated and turn into the district office.
- \*In emergencies find sub drivers for routes, field trips and activities.

**Desirable Qualifications:**

- \*Knowledge of Idaho school bus regulations and operation requirements desirable.
- \*Working knowledge of modern office communication systems: E-mail, voice mail, computer system.
- \*Ability to operate various office equipment; computers, fax photocopy, etc.
- \*Ability to maintain records on a computer system or willing to learn.
- \*Good verbal and written communications skills.
- \*No prior convictions of child abuse/neglect. Criminal History Background Clearance.

**Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment maybe terminated at any time, without cause.**

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