



Lakeland Joint School District #272  
15506 N. Washington Street,  
Rathdrum, ID 83858

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**TITLE:**

Assistant Transportation Supervisor

**JOB SUMMARY:**

To assist the Supervisor in providing a safe and efficient operation of a school transportation program.

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Three years working in public school transportation
3. Demonstrated aptitude for performing tasks of the kind listed below
4. Meets all requirements for bus driver
5. Growth mindset
6. Effective use of de-escalation skills when working with frustrated parents, students, or staff
7. Adept at building capacity and empowering self-efficacy in others
8. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

**REPORTS TO:**

Transportation Supervisor

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

1. Assists the supervisor in the overall administration of the transportation program
2. Assists as required with the training of drivers
3. Maintains all training records and files
4. Assists with recruitment of drivers
5. Assists in developing and maintaining computerized systems used by the department
6. Serves as Supervisor in the absence of the Supervisor
7. Maintains high standards of safety and good housekeeping methods in all work connected areas
8. Serves as relief bus driver when requested
9. Performs such other tasks as may be assigned by the Transportation Supervisor.
10. Follows and maintains knowledge of all District Policies & Procedures.
11. Assists in the selection, training and evaluation of staff.
12. Maintains & edits maps & student data in District computerized software.
13. Maintains route books with current narratives & maps.

**Initial & Date** \_\_\_\_\_

14. Answers Transportation staff questions about payroll, leave time & routes.
15. Operates a two-way radio system & handles emergencies in a competent & thorough way.
16. Receives after hour & early morning telephone calls from Transportation staff.
17. Coordinates substitute employees, ensuring all routes are covered on a daily basis.
18. Receives telephone calls from parents & District staff; resolves problems & concerns in a positive manner; provides information as appropriate.
19. Perform special projects as assigned.
20. Knows the bus routes for quick response to questions.
21. Assures the accuracy of trip sheets, location of events & maps pertaining to trips.
22. Compiles data needed to complete annual Idaho State reports.
23. Performs payroll processing while efficiently managing daily work procedures.
24. Assists in reviewing video taken from bus routes.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

**NOTE:**

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

*Board Approval Date: 7/12/2004*

*Last Revision: 4/10/2018*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

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

Human Resources \_\_\_\_\_