

	<p>HEAD START OF YAMHILL COUNTY 1006 NE 3RD STREET (SUITE A), MCMINNVILLE, OR 97128 POSITION DESCRIPTION</p>
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Revision Date: 07/19/2021	Position Number: HSYC – 12-09-TRANSUPER
Position Title: Transportation Supervisor	Pay Range: \$20.44, 40 hours per week, 9-12 months annually
Reports to [Job Title & Division/Department]: Executive Director	Positions Supervised: Bus Drivers
FLSA Status: Exempt	

GENERAL DESCRIPTION: Coordinate and supervise all functions of the transportation component for the Head Start of Yamhill County (HSYC) program, ensuring compliance with Head Start Performance Standards and the Oregon Department of Education Pupil Transportation/ DMV regulations.

ESSENTIAL JOB DUTIES:

1. Participate in creating and ensuring an environment that is safe, clean, healthy, and developmentally appropriate.
2. Support on-going assessment of agency transportation needs and creation of plans to assure that both adequate transportation and ample staffing are available to meet the transportation needs of children and families
3. Hire, train, supervise, mentor and evaluate the performance of bus drivers.
4. Ensure drivers are trained, licensed, tested and certified as required by law to drive agency vehicles.
5. Design and provide/ promote training that meets team and individual needs.
6. Maintain accurate records/documentation of training, licensing, testing, physicals, driving records, onsite monitoring, expenditures, equipment and purchases, etc.
7. Maintain on-going annual inspections and implement an annual maintenance timeline including inspections and equipment replacement.
8. Support in identification and development of the most efficient routes.
9. Support coordination of services with educational schedules/ staff.
10. Drive bus routes as needed to support program operations
11. Perform occasional after- hours emergency services
12. Attend staff meetings and activities including participation in the annual Program Self-Assessment and follow up planning for improvement
13. Demonstrate ability to work as a team member.
14. Other tasks as assigned.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Possess a high school diploma or GED.
2. Strong knowledge and experience with school bus transportation systems, typically acquired by working a minimum of one year as a transportation manager or three years as a school bus driver combined with supervisory experience.
3. Working knowledge of state and local regulations governing the transportation of children to and from school.
4. Experience with pre-school children, including at-risk, special needs, gifted, and culturally diverse populations, preferred.
5. Substantial decision-making relative to personnel, safety, fiscal and transportation component management.
6. Current & valid Oregon Class B CDL driver's license with: air brake, passenger, and "S" endorsement, valid auto insurance as required by state law, and reliable vehicle, required for continued employment.
7. Current school bus certificate (ODE), or ability to obtain before transporting children.
8. Current DOT physical or ability to obtain before transporting children.
9. Pass the ODE driver agility physical test.
10. Pass and maintain drug/alcohol free drug screens.

MINIMUM QUALIFICATIONS:

1. Knowledge of federal, state, and local regulations regarding school bus maintenance, repairs, and safety, and possess the ability to apply them to ensure compliance at all times.
2. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
3. Possess budget preparation skills.
4. Ability to handle highly stressful and sensitive situations in a professional manner while maintain confidentiality.
5. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics.

6. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
7. Ability to exercise tact and discretion in all employee interactions, while promoting an enthusiastic, energetic, compassionate, sensitive and respectful personality.
8. Demonstrate ability to use positive guidance techniques (PBIS) co-workers.

COMMUNICATION SKILLS:

1. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families and co-workers.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write with proficiency in English language.
4. Bilingual/ Bi-literate English/Spanish is preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and employment physicals throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the CPR/1st Aid Certification within 90 days of hire.
7. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire.
8. Willingness to participate in a minimum of 15 clock hours of professional development training, per year.
9. Valid vehicle insurance, as required by state law.

10. Random Drug & Alcohol Testing.
11. Yearly DMV checks.
12. Hold a current DOT physical examination.
13. Class “B” CDL AND Dept. of Education School Bus Driver’s Certification.
14. School Bus Drivers Certificate desirable at time of hire, required for continued employment.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ADMINISTRATIVE TEAM MEMBER RESPONSIBILITIES:

1. Maintains program staff performance results by:
 - Participating in regularly scheduled Supervision with staff.
 - Providing supportive staff performance reviews.
 - Ensuring program effectiveness through employee performance and professional development plans.
 - Planning, monitoring, and appraising job results.
 - Implementing staff disciplinary action in accordance with agency policy and procedures.
 - Reviewing and authorize staff time, spending, and mileage records to ensure compliance with agency policies and procedures, and in regards to wage and hour laws and regulations.

2. Ensures the hire of qualified staff by:
 - Participating in agency hiring process and procedures.
 - Providing orientation and training to new staff.

3. Advocates for Head Start by:
 - Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
 - Positively representing the program to outside organizations.

4. Contributes to a team effort by:
 - Being a participant on the HSYC Administrative Team.
 - Completing and submitting monthly reports.
 - Meeting with the Executive Director as required (minimum weekly on a regular basis) and assisting in planning.
 - Participating in the development of collaborations and facility development for future expansion of families and/or services.
 - Participating in the coordination of Program Self- Assessment and follow-up planning for improvement.
 - Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.

5. Maintains professional and technical knowledge and practices by:
 - Attending educational workshops, establishing personal networks, attending designated training

workshops or seminars, participating in training as part of the HSYC team.

- Keeping current on local, state, and federal regulations and accepted best practices.

6. Maintains confidentiality and protects agency operations by:

- Keeping information confidential.

ADDITIONAL JOB DUTIES:

1. Perform other duties as requested.

SUPERVISORY RESPONSIBILITIES:

1. Supervise Bus Drivers.
2. Supervise and lead temporary help.
3. Participate in training and evaluating Volunteers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is occasional crouching, bending, twisting, stooping, kneeling, etc. to facilitate various transportation and classroom activities on a regular basis.

1. As a driver, this position is required to pass Oregon Department of Education physical agility test with the ability to drag 125lbs 30 feet in 30 seconds, be able to exit through emergency door in less than 10 seconds etc.
2. Frequent sitting, leg/foot use, frequent reaching, frequent twisting, continuous neck motions, ability to climb up and down stairs
3. Physical capability, strength and coordination adequate to operate a 20-45 passenger school bus
4. Occasional lifting up to 80 lbs., with assistance, load and transport children, bulk supplies, furniture, fixtures, etc.
5. Regular keyboarding, filing, phone and computer use while sitting at a workstation
6. Regular standing, kneeling, stooping, bending and driving

MENTAL DEMANDS:

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively

3. Determining and prioritizing the work load.
4. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Ability to coordinate multiple projects simultaneously, and to work under the pressure of deadlines and frequent interruptions
2. Exposure to outside weather conditions
3. Driving in all conditions
4. Exposure to indoor environments
5. Exposure to wet and/or humid conditions due to outside weather conditions
6. Work within a team environment
7. Exposure to chemicals and fumes in compliance with OSHA

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start’s enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.