

ASSISTANT SUPERVISOR OF TRANSPORTATION OPERATIONS

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To fulfill administrative functions for the Transportation Department with a focus on operations of the department.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, schedules, and evaluates the bus mechanics.
2. Evaluates all work orders for bus maintenance and assigns the work to a mechanic or service department.
3. Selects, trains, and evaluates school bus drivers.
4. Reviews and approves all appropriate purchases and processes claims for all materials and supplies related to vehicle repairs.
5. Maintains an inventory of parts and materials.
6. Facilitates the repairs and service of all corporation-licensed vehicles.
7. Prepares bid specifications for the purchase of all school buses.
8. Purchases other licensed vehicles as needed.
9. Maintains necessary records for equipment and premises in accordance with State & Federal Regulations.
10. Administers records documenting the preventive maintenance program for all equipment.
11. Makes budget projections on equipment needs.
12. Develops and maintains a system for maintaining cleanliness of equipment.
13. Maintains fleet for periodic State Police inspections.
14. Meets with vendors to evaluate needed purchases and facilitates the delivery or pickup of products.
15. Maintains records relating to insurance, accidents, and related collaboration with insurance adjusters.
16. Maintains cleanliness of garage area.

17. Addresses discipline and routing problems.
18. Serves as acting Transportation Supervisor in the absence of the supervisor.
19. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised June 2016.