

**NOTICE OF VACANCY**

**April 9, 2024**

**MARLETTE COMMUNITY SCHOOLS  
6230 EUCLID ST  
MARLETTE, MICHIGAN 48453-1399**

**TITLE OF POSITION:** Transportation Supervisor

**GENERAL DESCRIPTION:** Approximately 25 hours per week. 210 days per year.

**QUALIFICATIONS / SKILLS:** Valid Driver's License required. High School graduate or equivalent required. Must hold or be able to obtain Transportation Supervisor Certificate and a Bus Driver's Certificate. Completion of satisfactory pre-employment driver's training program required. Must hold or obtain a valid CDL. Be physically qualified as determined by an annual physical examination. Computer skills, including Microsoft Word, Excel, Google Docs and Google Sheets. Ability to apply knowledge or current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to multi-task. Ability to speak clearly and concisely in both oral and written communication and interpret maps and directions. Ability to perform duties with awareness of all district requirements and Board of Education Policies.

**DUTIES AND RESPONSIBILITIES:** Responsible for the organization, administration and supervision in the area of the school district transportation system in accordance with state law and policies along with school district policies. Job Description attached.

**FINGERPRINTING:** New employees must have fingerprints on file with the District prior to employment. Employees will be responsible for all fees associated with the fingerprinting.

**STARTING DATE:** June 2024

**BEGINNING SALARY:** Based on Experience and Certifications

**CLOSING DATE:** Tuesday, April 23, 2024 by 3:00 p.m.

**Mail Letter of Interest and Resume to:** Superintendent of Schools  
Marlette Community Schools  
6230 Euclid St  
Marlette, MI 48453

**Or email to:** [james.marshall@marletteschools.org](mailto:james.marshall@marletteschools.org)

**It is the policy of Marlette Community School District that no person shall be on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.**

## **Marlette Community School District Transportation Supervisor Job Description**

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned by the Superintendent.*

- Organizes and implements student transportation system within the policies of the Board of Education, including preparation and update of routes, route maps, schedules and student lists using a District-approved software system (Transfinder).
- Develops and maintains lists of students eligible for transportation, including student/bus lists for teachers and bus lineup.
- Creates and approves bus stops in as safe a location as possible.
- Proficient in understanding directions and reading a map.
- Coordinate assignment of drivers to routes and schedule substitute drivers, as needed. Act as substitute driver, if necessary.
- Be available by radio and/or phone during all regular (AM/PM/CC) routes for bus driver questions and issues.
- Approve and assign field trips and athletic trips using District-approved software program (LINQ). Input of trips may be required. Includes maintaining trip rotation log.
- Maintains personnel records per District, State and Federal policies.
- Prepares payroll for submission to District Payroll Coordinator and METS.
- Maintains records for preparation of state and local reports, such as inventories, students transported, route mileage, time records, special trip records, bus evacuations, traffic accidents and other reports, as required.
- Recruits, interviews, checks background and recommends bus drivers and substitute bus drivers for employment.
- Coordinates driver education program for bus drivers.
- Obtain and maintain credentials as transportation supervisor and bus driver.
- Communicates regularly with bus drivers, including weekly newsletter, administrative decisions affecting bus drivers (e.g. suspensions, IEP's), other updates as needed.
- Evaluate all bus drivers annually to ensure student safety and driver competency.
- Interprets transportation procedure and regulations to staff and public, including contact with District Social Media Coordinator for necessary postings.
- Places notices on social media for bus changes using District-approved software (Thrillshare).
- Makes recommendations to improve transportation services and efficiency, such as rules and regulations for drivers and student conduct.
- Represents District as first contact with parents for transportation questions, changes and concerns.
- Review bus camera footage for student issues or traffic violations.
- Work with local law enforcement for traffic violations.
- Remain current on all laws, rules and regulations for Michigan school bus drivers.
- Represent Transportation Department at school functions, as needed (e.g. Kdg. Round-Up).
- Conduct bus safety for preschool and lower elementary students.
- Attend monthly administrative meetings and/or other supervisory meetings/classes, as requested.