

ASSISTANT TRANSPORTATION SUPERVISOR

Role

The Assistant Transportation Supervisor provides support to the Supervisor in all areas of responsibility and duties assigned to the Department of Transportation

Duties

Reporting directly to the Supervisor of Transportation, the Assistant Transportation Supervisor of Transportation performs the following duties.

1. Assists the Supervisor in facilitating the efficient operation of the county school transportation system and the driver education program.
 - a. Maintains and supervises the scheduling and routing of buses.
 - b. Coordinates with principals and teachers in areas affecting school transportation.
 - c. Promotes an active safety program for pupils, including proper emergency and evacuation drills.
 - d. Assists during bus inspections, and conducts informal inspections at random of equipment and conditions.
 - e. Assists in the preparation of specifications for bids on new equipment.
 - f. Assists in the preparation of financial budgets, contract, requisitions, and bus driver salaries.
2. Performs other duties as assigned by the Supervisor of Transportation.