

# Ridgemont Local School District

*Sally Henrick, Superintendent*

*Melissa Pollom, Treasurer*

## POSTING

Position Open: The Ridgemont Local School District is accepting applications for the following position for the 2021-2022 school year:

Position: **Transportation Supervisor - As Soon As Possible or Beginning August 1, 2021**

*Ridgemont is looking for someone who is passionate about the following beliefs:*

- the learning experience should be centered on student voice, passion, and ownership.*
- collaboration among partners empowers, challenges, supports, guides, and makes us unafraid to innovate.*
- in the freedom to fail and grow as we explore new ways to think and do.*
- service is our tool to instill a productive connection with community and meaningful life experiences for our staff and students.*
- rigorous academics are foundational to collaboration, innovation, and service which cause us to explore boundaries and redefine them.*
- our staff and students bring value to the world and should always be treated with the highest integrity*

Qualifications: Driver Certification is Required, Previous Supervisor Experience, BCI and FBI Fingerprint Test

District: Ridgemont Local School District -  
Ridgemont Board of Education seeks qualified candidate to assume Transportation and School Bus supervision responsibilities.

Apply to: Candidate please fill out classified application (available online at [www.ridgemont.k12.oh.us](http://www.ridgemont.k12.oh.us)), email application and resume with references to:

Ms. Sally Henrick, Superintendent  
[sally.henrick@ridgemont.k12.oh.us](mailto:sally.henrick@ridgemont.k12.oh.us)

Deadline: July 19, 2021

# Ridgemont Local School District

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**Title:** **TRANSPORTATION SUPERVISOR**

**File 701**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Supervises district-wide transportation services.

*NOTE:* Driving duties are required. See “bus driver” job description for additional information.

- Minimum Qualifications:**
- High school diploma. Holds or is qualified to obtain a state issued pupil transportation certificate.
  - Pupil transportation service and supervisory skills substantiated by training/work experience.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
  - Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Maintains a valid driver's license, a commercial (CDL) license is required. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
  - Meets all mandated health screening requirements.

*NOTE:* The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

**Essential Functions:**

**1. Manages the effective delivery/advancement of pupil transportation services.**

- Actively participates as an administrative team member. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
- Helps develop a district-wide strategic plan. Manages the process of organizational change.
  - Plans/implements strategies to ensure tasks are completed within required time-frames.
  - Provides staff leadership. Helps staff meet established schedules. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff.
  - Updates departmental job descriptions. Trains staff in procedures to accomplish duties effectively.
  - Manages equitable workloads/schedules. Maintains essential services during staff absences.
  - Verifies/approves time sheets. (e.g., daily hours, authorized overtime, absences, etc.).
  - Implements state mandated and locally developed personnel assessment programs.
  - Coordinates the planning of transportation staff development/in-service training activities.
  - Manages the board-approved budget. Controls costs. Upholds fiscal accountability standards.
  - Monitors inventories. Reorders supplies to maintain reliable service levels. Approves invoices for payment. Prepares revenue/expense projections as requested.
  - Coordinates the pick-up/delivery of transportation supplies/equipment.
  - Assists the treasurer's office with the management of non-consumable asset records.
  - Recommends the replacement of transportation equipment necessary to ensure effective services.
  - Manages ongoing vehicle maintenance. Implements procedures to deal with emergency repairs. Inspects completed repairs. Maintains repair logs. Monitors contractors/vendors performance.
  - Coordinates annual state patrol bus inspections.
  - Evaluates operational performance to identify short/long-range program needs/opportunities.
  - Monitors bus driver training. Promotes defensive driving. Verifies drivers are qualified/correctly licensed. Promotes bus safety. Coordinates evacuation drills.
  - Anticipates health/safety inspections. Teaches staff how to operate fire/safety equipment.
  - Investigates/prepares accident reports. Documents all injuries that require treatment.
  - Determines the most appropriate transportation method for each student. Prepares bus routes.

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- Assigns drivers. Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up and drop off points, time schedules, etc.).
- Manages the timely distribution of routing information to administrators, students/parents, etc.
- Maintains up-to-date student information on each bus.
- Works with the staff to address the needs of students with disabilities.
- Drives roads to evaluate conditions during inclement weather. Recommends to the superintendent delays or cancellation of transportation services. Notifies all media outlets about school delays or cancellations related to inclement weather.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Protects district property. Ensures that transportation facility is secured at the end of the day.

## **2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.
- Takes the initiative to perform routine tasks independently.

## **3. Maintains open/effective communications. Serves as an information resource.**

- Communicates district objectives/program performance expectations to stakeholders.
- Coordinates staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Routinely interacts with all transportation staff to ensure complete intercommunication.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity

## **4. Pursues opportunities to enhance professional performance.**

- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

## **5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.**

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Intervenes to prevent/stop bullying and inappropriate student behavior.
- Reports suspected child abuse/neglect to civil authorities as required by law.
- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).
- Upholds the student conduct code. Maintains high expectations for acceptable student behavior.
- Watches for situations that may indicate a problem.

## **6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

### **Working Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

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- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

**Title:** BUS DRIVER

**File 702**

**Reports to:** Transportation Supervisor

**Job Objective:** Operates a school bus or van to provide authorized transportation services.

**Minimum Qualifications:**

- High school diploma. Successful completion of state pre-service bus driver training program.
- Valid Commercial Driver's license (CDL) with school bus and passenger endorsements.
- Ability to cope with stressful traffic, weather conditions and passenger distractions.
- Completion of the state pre-service school bus driver training program and on-going participation in training necessary to maintain required license and endorsements.
- Complies with all pupil transportation operation and safety rules found in Ohio Administrative Code.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
- Demonstrates maturity. Interacts comfortably/confidently with the public.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets all mandated health screening requirements.
- Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Physical ability to safely lift and/or manage preschoolers and students with disabilities.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.

NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

**Essential Functions:**

- 1. Provides for the safe, efficient and courteous transportation of students.**
  - Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
  - Performs pre-trip and post-trip safety inspections. Checks safety equipment/first aid supplies. Reports equipment concerns/malfunctions in writing immediately.

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- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Follows approved health/safety guidelines to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Reports personal injuries that require treatment to a supervisor.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Reports traffic citations, accidents, or property damage that occurs on or off the job.
- Practices defensive driving. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *NOTE:* Safety is the top priority even if delays disrupt the bus schedule.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Uses proper protocol when operating communication equipment.
- Picks up/unloads students at assigned stops. Keeps route sheets up-to-date.
- Provides dependable service. Maintains established routes/time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Communicates bus rules to students. Assumes full responsibility for monitoring and controlling student conduct on the bus. Keeps supervisors informed about persistent behavior problems.
- Responds to student requests for assistance. Solves concerns discreetly.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Protects district property. Secures equipment/storage areas as directed.

*NOTE:* On vehicles with a wheelchair lift – the driver and aide work as a team. Safety is the top priority even if delays disrupt the bus schedule. Fastens seat belts and secures wheelchairs or other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.

## **2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

## **3. Maintains open/effective communications.**

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

## **4. Pursues opportunities to enhance professional performance.**

- Attends meetings/in-service programs as directed.
- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.

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- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.**

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law to deal with bullying, discrimination, inappropriate behavior, and suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working  
Conditions:**

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- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
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**Performance  
Evaluation:**

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