

**POSTING**

ADMINISTRATION BUILDING  
MARTINS FERRY CITY SCHOOL DISTRICT

Transportation Supervisor - Non-Union - Management  
Effective 8/1/26

*Knowledge of State and Federal Transportation  
Rules and Regulations.*

Interested applicants must apply in writing to Superintendent  
and include work experience and proof of above requirements.

**MARTINS FERRY CITY SCHOOLS**

**TRANSPORTATION SUPERVISOR  
JOB DESCRIPTION**

- Qualifications:
1. Knowledge of school bus traffic laws, safety, mechanics and routing
  2. Demonstrate aptitude for the work to be performed.
  3. Knowledge of all current school bus routes.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Employment Status: Full Time

FLSA Status: Exempt

Reports To: Superintendent of Schools

- Job Goal:
1. Routing of school buses, scheduling non-routine, athletic and non-athletic trips, and maintains and promotes good community relations.

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

1. Submit reports on transportation as required by the Board of Education or the superintendent.
2. Prepare and submit a complete routing schedule for the school district. Such report is to be completed by August 1<sup>st</sup> of each year.
3. Set up a system of assigning drivers for field trips and other extra-curricular trip activities using a rotation system.
4. See that all drivers are instructed as to routes, time schedules, duties, laws, regulations and school district policies.
5. Shall be responsible for maintaining accurate records of:
  - A. Vehicle inventory
  - B. Miles traveled daily
  - C. Students transported
  - D. Annual operating costs by vehicles for the regularly scheduled trips.

TRANSPORTATION SUPERVISOR cont.

6. Hold periodic driver safety meetings for all bus drivers.
7. Check roads in inclement weather and advise Superintendent.
8. Periodically checking all bus routes for any road hazards.
9. Responsible for yearly bus driver and bus mechanic evaluations as per board of education policy.
10. Monitor and maintain safe pick-up and drop-off points as per board adopted bus schedule.
11. Develop maintenance plan for all district wide maintenance equipment.
12. Perform mechanical work with bus mechanic when needed to ensure all transportation vehicles are safely maintained.
13. Perform other duties as may be assigned by the Superintendent.

TRANSPORTATION SUPERVISOR cont.

- I. Physical demands for this position include the following: standing, walking, sitting, lifting, carrying, climbing, reading, handling, speaking, hearing, seeing depth perception, seeing color vision, repetitive hand action.
- II. Potential safety hazards of this position to be aware of:

This list is not inclusive:

- Bloodborne pathogens
- Unruly students/adults
- Slips/falls
- Falling objects
- Lifting
- Hazardous Chemicals/Materials
- Ladders
- Electrical hazards
- Eye strain
- Cuts
- Burns
- Occasional operation of a vehicle under inclement weather conditions.

TRANSPORTATION SUPERVISOR

JOB DESCRIPTION

MARTINS FERRY CITY SCHOOLS

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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(Signature)

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(Date)