



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Transportation Field Supervisor and Compliance Officer
Payroll/Personnel Type:	12 Month
Job #:	6542
Reports to:	Director of Transportation
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Responsible for ensuring that the contractually required service levels are maintained in a high quality, efficient, and safe manner that meets the needs of parents, students, school personnel, and the community.

Essential Functions:

- Ensures Contractor compliance with operations-related contractual requirements.
- Monitors the performance of Contractors while delivering transportation services for students.
- Conducts field work to monitor operations including but not limited to bus stop checks, student management, drivers' compliance with stop order and time, load counts, measurement for stop eligibility, route efficiency, driver conduct, railroad crossing procedures, and validation of contractor-reported route/trip times.
- Ensures procedures are followed for monthly counts of student riders and records of vehicle miles operated. Verifies reports.
- Ensures each Contractor performs required bus evacuation drills twice each year.
- Documents and recommends Contractor performance penalties as relates to contract compliance. Represents SLPS in the instance of any appeal of penalty by a Contractor.
- Works with Principals or Principal's designee to solve problems relating to Contractor performance in delivering school transportation (i.e., timely arrival and departure of buses, loading zone issues, student management issues, requests for stops, supplemental services such as activity routes, field trips, and mid-day services).
- Conducts training at school sites as required.
- Monitors and reviews video surveillance of school bus activity.
- Processes complaints, and concerns from the public regarding bus stops and routes; including, but not limited to determining eligibility for transportation, walking distance to bus stops and school, safety at stops, vandalism, driver conduct, and Contractor public service issues.
- Assists in resolutions of complaints from parents, citizens, and school personnel about transportation.
- Participates in IEP procedures when requested by the Special Education Department.
- Investigates, reports, and files required paperwork on all transportation vehicular accidents and other incidents as required.
- Respond to student incidents when required, and coordinate communications with Contractors, Principals, Safety and Security, and local law enforcement agencies if necessary.
- Makes field inspections of Contractor facilities to determine compliance with prescribed regulations and contract terms and conditions.
- Monitors Contractor compliance with contract terms and conditions for qualification and skills of drivers and attendants, including visits to Contractor terminals to confirm driver/attendant certification, monitor classroom training and behind-the-wheel instruction, and verify required safety meetings.



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- Monitors Contractor compliance with contract terms and conditions for a vehicle fleet, including physical review of school bus condition, preventive maintenance records, and compliance with inspection requirements.
- Documents daily field activities. Prepares reports as assigned.
- Applies knowledge of the following as it relates to student transportation:
 - School Board policies
 - Transportation procedures
 - State rules and regulations
 - City ordinances
 - State and local highway/traffic laws
 - Federal requirements
- Responds to requests for information.
- Other duties and responsibilities as assigned.

Experience:

- Required Minimum of five (5) years experience in school transportation operations, including supervisory and/or training responsibility

Education:

- High School diploma or GED required
- Some college preferred

Knowledge, Skills, and Abilities:

- Experience with Microsoft Word & Excel and the ability to master new software. Safety-sensitive position subject to federal drug and alcohol regulations, including pre-employment and random drug testing. Valid Driver's License and School Bus Driver Certification. Safe driving practices and a clean driving record are essential.
- Demonstrate very strong interpersonal and communication skills.
- Demonstrate very strong computer skills.
- Demonstrate problem-solving abilities.
- Must have the ability to work under challenging circumstances.
- Demonstrate organizational skills.
- Demonstrate customer service skills.
- Demonstrate initiative and a sense of urgency to get things done.
- Recognize and protect confidential information.
- Ability to work with a variety of personalities, often in difficult circumstances.
- Good negotiating skills, and ability to develop consensus while working with a group.
- Requires field work the majority of the time on duty.
- Ability to read, understand, and apply contracts, laws, ordinances, rules and regulations, and technical manuals.

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body



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- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Must possess a valid driver’s license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment:

- Work is routinely in the field and sparingly in an office environment
- Driving a district-provided vehicle

Disclaimer:

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____
Employee	Date
Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.