

PANORAMA COMMUNITY SCHOOL DISTRICT

BUS SUPERVISOR: JOB DESCRIPTION

As Supervisor he/she will:

1. Keep records of all expenses incurred through the maintenance and repair of all vehicles owned by the school district.
2. Assist the administration in the preparation of bus routes.
3. Assign drivers and bus routes as approved by the administration and the Board of Education.
4. Remain at the bus garage or near the school phone until the last bus has returned from the regular route.
5. Assign drivers to drive for extra curricular activities.
6. Inform office when leaving the school site for any length of time.
7. Make sure that every purchase is backed with a signed purchase order. Bids will be taken on gas and tires, through the central office.
8. Arrange transportation for student activities as requested through the Principal's or central office.
9. Require bus drivers to remain with their bus at all times when children are aboard.
10. As bus supervisor and/or mechanic expected to attend at least one county or regional school of instruction for bus mechanics, drivers or supervisors when called by the State Department of Education; Division of Transportation. Expenses to be paid by the district.
11. Encourage all bus drivers to attend school of instruction for bus drivers at the county or regional level.
12. Require all bus drivers to perform the daily inspection checklist as prescribed by the new federal regulations.
13. Assist with the emergency drill on evacuation of students twice a year as required by the new federal regulations.
14. He/She will assist the administration by checking road conditions and reporting the same by 6:00 a.m.
15. Serve as substitute whenever feasible.

As Mechanic he/she will:

1. Repair and maintain all vehicles owned by the Panorama School District.
2. Keep buses washed and cleaned as time and weather permits.

Legal Reference: (Code of Iowa)

Cross Reference:

Approved: 9-17-90

Reviewed: 1999, 2002, 2007, 2011

Revised: _____