



# Tecumseh Local Schools

9760 West National Road  
New Carlisle, Ohio 45344  
(937) 845-3576

Paula Crew  
Superintendent

Denise L. Robinson  
Treasurer

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## ANNOUNCEMENT OF VACANCY FOR THE 2025-2026 SCHOOL YEAR

### Transportation Supervisor

#### Posting Date

February 3, 2025

#### Application Deadline

When Filled

#### Beginning Date

March, 2025

**Qualifications:** High School Diploma or GED required (Associates's degree or some level of higher education preferred, especially in areas such as Transportation, Business, or Logistics).

- Minimum of 3-5 years of experience in a supervisory role, preferably in school transportation or a related field.
- Experience managing drivers and vehicles, and scheduling within a transportation department is highly preferred.
- Experience with budget management, route planning, and record-keeping is highly preferred.
- Valid Ohio Commercial Driver's License (CDL) with passenger endorsement is highly preferred.
- Certification or completion of a Master of Transportation Administration course will be required upon hiring.

Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school transportation.

Ability to work flexible hours, including early mornings and potentially late afternoons.

Ability to collaborate with various school administrators, staff, and other departments. Attention to detail and organizational skills to ensure all transportation operations are running smoothly.

Strong leadership and management skills to supervise and motivate a team of drivers and staff.

Knowledge of state and federal transportation laws, including safety regulations, student transportation laws, and school bus safety.

Excellent communication skills, both verbal and written, to interact with school staff, parents, and the community.

Ability to develop and implement efficient transportation routes and schedules.

Problem-solving skills for resolving transportation-related issues, such as delays or conflicts.

Proficiency with routing software.

Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;  
Must pass BCI/FBI Criminal Background Check;  
Demonstrates a sincere desire to aid all students; and  
Good health, high moral character and good attendance.

**Required  
Application  
Materials:**

Letter of interest;  
Current Resume;  
District classified application form;  
Signed criminal history check authorization form; and  
Signed release of employment information authorization form.

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*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.  
Internal applicants need only submit a letter of interest and a current resume.*

**Mail or deliver  
the requested  
materials to:** Mrs. Paula Crew, Superintendent  
9760 W National Road, New Carlisle, Ohio 45344  
Phone: (937) 845-3576  
Email: paula.crew@tecumsehlocal.org

*The Tecumseh Local School District is an Equal Opportunity Employer*

***Learning for All ~ Whatever it Takes!***

**TECUMSEH LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>TRANSPORTATION SUPERVISOR</b>	<b>File 701</b>
<b>Reports to:</b>	Director, Assistant Superintendent, and Superintendent	
<b>Job Objective:</b>	Supervises the planning, delivery, assessment, and ongoing improvement of transportation services. <i>Note: Driving duties may be assigned – for information, refer to “bus driver” job description.</i>	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma or GED. Post-secondary transportation training or work experience is required.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li><li>• Ability to monitor and manage compliance with transportation and environmental laws/regulations.</li><li>• Accounting skill and the ability to accurately compute and record mathematical data.</li><li>• Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Directs pupil transportation services, ongoing driver training, and vehicle maintenance programs.</li><li>• Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.</li><li>• Maintains open and effective communications. Uses problem-solving techniques to tactfully address questions/concerns. Keeps stakeholders informed about emerging issues.</li><li>• Analyzes data to improve transportation operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.</li><li>• Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.</li><li>• Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.</li><li>• Plans, procures, and manages supplemental service contracts related to assigned programs.</li><li>• Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.</li><li>• Recommends the replacement of equipment necessary to ensure fleet effectiveness.</li><li>• Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.</li><li>• Participates in transportation staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.</li><li>• Trains transportation staff in procedures to effectively accomplish assigned duties.</li><li>• Shares knowledge about advances in operational procedures and equipment technology.</li><li>• Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar all aspects of assigned duties.</li><li>• Promotes professionalism. Implements locally developed personnel appraisal standards.</li><li>• Prepares schedules/bus routes. Assigns drivers. Provides for the timely distribution of routing information. Works with the staff to address the needs of students with disabilities.</li><li>• Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up and drop off points, time schedules, etc.).</li><li>• Maintains up-to-date student information on each bus.</li><li>• Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).</li><li>• Administers an ongoing vehicle maintenance program. Recommends effective procedures to deal with emergency repairs. Coordinates annual state patrol bus inspections.</li><li>• Maintains an inventory of essential supplies. Oversees compliance with safety/environmental regulations. Inspects completed repairs. Maintains repair logs.</li><li>• Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.</li></ul>	



- Investigates and prepares accident reports. Documents all injuries that require medical attention.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Responds to transportation emergencies as needed.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Ensures that vehicles and storage areas are secured at the end of the workday.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory Responsibility:** Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

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

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general 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, and other unforeseen events.