

JOB DESCRIPTION



JOB TITLE: Transportation and Fleet Supervisor
DEPARTMENT: Facilities **FLSA STATUS:** EXEMPT
REPORTS TO: Facilities Director, Assistant Headmaster Business Services,
Associate Head, Headmaster, and Headmaster's Executive Administrative Assistant

SUMMARY: Plan, direct, and coordinate the transportation operations and activities for St. Johnsbury Academy.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Direct activities related to dispatching, routing, and tracking Academy transportation vehicles.
- Develop specific goals and plans to prioritize, organize, and accomplish efficient transportation routes and systems within a limited budget.
- Serve as the transportation coordinator for all Academy departments and the direct supervisor of all full and part-time transportation workers.
- Plan, organize, manage, and evaluate the work of subordinates to ensure that the work is accomplished safely and efficiently.
- Contract with private bus companies when appropriate.
- Responsible for driver recruitment, retention and training under the FMCSA.
 - Recruit and train new drivers
 - Log and maintain accurate driver licenses and medical cards. Ensuring that current drivers' credentials do not expire.
 - Host bus clinics on a regular basis.
- Responsible for DOT compliance for the school and CDL drivers; including:
 - MVR Record checks
 - Drug and alcohol collection
 - Biennial update (MCS-150 Form)
 - Maintaining Driver Qualification File
 - Complete and maintain reasonable suspicion of drugs and alcohol training.
- Maintain per diem driver weekly per diem and part-time driver logs to submit to payroll.
- Draft and implement transportation schedules; maintain driver files; daily and quarterly mileage logs; and quarterly reporting for IFTA.
- Collaborate with managers and staff members to draft and implement transportation policies, procedures, goals, and objectives.
- Monitor operations to ensure that transportation staff comply with administrative policies and procedures, safety rules, and government regulations
- Promote safe work activities by conducting safety audits, attending safety meetings, and meeting with individual staff members.
- Oversee and assist the Fleet Mechanic with fleet maintenance scheduling, rotation, and recommendations to the Assistant Head for Business Services for fleet inventory.
 - Provide daily oversight of fleet mechanic
 - Assist in ordering parts and supplies for the fleet shop.
 - Collaborate with fleet mechanic on decision making for repairs, vehicle warranties, quality of parts, etc.
- Investigate and resolve customer complaints

The Academy administration reserves the right to assign or reassign duties and responsibilities for this job at any time.

MINIMUM REQUIREMENTS:

- Computer proficiency with Microsoft Word, Excel, and Outlook is a must.
- Able to communicate information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Able to work independently or as a team to accomplish a given task
- Willing to accept off-hour calls and work outside the normal schedule.
- Able to drive Academy vehicles as needed; familiarity with driving a school bus is a must
- Maintain a clean driving record and valid driver's license at all times.
- Analyze data and information and evaluate results to choose the best action for solving problems.
- Keeping up-to-date technically and with safety requirements and applying new knowledge quickly and efficiently.
- Excellent customer service and ability to represent the Academy professionally to customers, the public, government agencies, local businesses, and other external sources.
- Knowledgeable in DOT and the FMCSA compliance.

- Knowledge of principles and methods for moving people or goods by road, including the relative costs and benefits of related purchases and repairs.
- Knowledge of relevant equipment, policies and procedures, to protect people, data, and property.
- Ability to assess and/or anticipate mechanical problems.
- The ability to clearly communicate ideas and information to a wide range of internal and external customers.
- Ability to maintain careful records, order materials through a purchase order system
- Ability to perform physical activities that require considerable strength that involve climbing, lifting (80 lbs), balancing, walking, stooping, and handling of materials.

EDUCATION AND EXPERIENCE:

- Training in a vocational school, related on-the-job experience, an associate's degree or a combination of all three is required.
- Prior experience with DOT requirements and compliance and/or FMCSA is preferable.
- A current or ability to obtain a CDL with passenger and school bus endorsement is preferred.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in an office or school/classroom environment. Some duties may be performed out in the field or in fleet shop. The noise level in the work environment is usually moderate to loud.

Teamwork and collaboration with all departments essential. Evening and weekend hours will be required during high travel times.

Field and/or Shop Environment:

- Indoor/outdoor environment subject to changing temperatures exceeding 90° or -25° Fahrenheit
- Exposure to fumes, dust, odors, and loud noises.
- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, paint, or paint thinner, motor oil or propane.
- May have some work on ladders, or lifts at varying heights.

Hazards:

- Working with chemicals, tools, and powered machinery.
- Risk of electrical shock.
- Possible contact with blood borne pathogens and/or bodily fluids.

REQUIRED POST OFFER/PRE-EMPLOYMENT SCREENING:

To assure the well-being of employees in transportation positions, we require and cover the cost of DOT physical pre-employment screening. The essential functions of this job, as stated above, require manual lifting and pushing and pulling

that requires strength. Our job offer is contingent upon the prospective employee completing the pre-employment fitness screening. Failure to successfully complete all phases of pre-employment testing may result in a withdrawal of the conditional offer of employment.

BACKGROUND CHECK AND FINGERPRINTING:

Candidates must pass a DOT physical and pre-employment drug and alcohol test. The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. The job offer is contingent upon satisfactory completion and maintenance of our background and Child Abuse Registry reporting, and acceptance of our Non-Discrimination and Anti-Harassment Policy.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.