



June 25, 2024

**SCHOOL DISTRICT OF NEW LONDON**  
**Notice of Support Staff Position Opening**

- POSITION OPEN:** Transportation Supervisor
- WHERE:** Districtwide
- TIME:** Monday-Friday
- WAGE RATE:** Salaried position; based upon qualifications and experience
- BEGINNING DATE:** August 2024
- DUTIES:** General Job Description attached
- OTHER REQUIREMENTS:** High school diploma or equivalent; ability to possess and maintain CDL license with appropriate endorsements; strong skillset in troubleshooting, organizational leadership, and patience; maintain positive and effective working relationships with students, staff members and the public

If you are qualified for this position, please complete an application via WECAN (<https://wecan.education.wisc.edu/#/>) on or before July 19, 2024.

Personnel Services  
School District of New London  
901 West Washington Street  
New London, WI 54961

The School District of New London will provide reasonable accommodation for qualified individuals who are employees or applicants for employment. If you need assistance or accommodation for the application process because of a disability, please contact the District Administrator's Office. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual's disability.

The School District of New London does not discriminate on the basis of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**TRANSPORTATION SUPERVISOR  
(JOB DESCRIPTION)**

**TITLE:** TRANSPORTATION SUPERVISOR

**QUALIFICATIONS:**

1. High School Diploma
2. Ability to possess and maintain a CDL license and demonstrate a safe driving record
3. Strong skillset in troubleshooting, organizational leadership and patience
4. Must be able to maintain positive, regular and effective working relationships with students, staff members and the public
5. Ability to work cooperatively with colleagues in fulfilling the district's mission, vision and goals
6. Maintain strict confidentiality
7. Such other qualifications as the Board of Education may deem necessary or desirable
8. Supervisory and transportation experience preferred

**SUPERVISES:** Bus Drivers & Office Staff

**REPORTS TO:** Director of Business Services

**JOB GOAL:** To provide a safe, efficient, sustainable and a culture of continuous improvement transportation operation.

**KEY PERFORMANCE RESPONSIBILITIES:**

1. Ensure safety in all areas of student transportation.
2. Recruit, maintain, train and provide orientation to an adequate number of well-trained regular and substitute drivers recommended for employment within established hiring protocols.
3. Establish bus routes and schedules, including assigning routes to bus drivers and students via electronic routing system and student information system.
4. Keep and compile accurate, up-to-date, computerized records of efficient route, student riders, and driving team that follow state, federal and local guidelines and any reporting guidelines.
5. Work cooperatively with parents, drivers, administrators, and students to resolve problems and/or conflicts with bus stops, routing, and child care conflicts.
6. Keep accurate records on student discipline issues.
7. Publish information on all bus routes, transportation guidelines and bus rules for students.
8. Provide and maintain appropriate bus driver training and supervision.

9. Supervise the calculation and approval of time cards and field trip pay requests.
10. Work with building principals in the areas of bus rider discipline and the scheduling of extra-curricular and field trips.
11. Drive routes as required to fill vacant routes and model behaviors and skills of a bus driver.
12. Recommend transportation policies to the District Administrator/designee and assume direct responsibility for seeing that adopted policies are properly administered.
13. Work cooperatively with the staff and District in fulfilling the District's vision, mission, and focus.
14. Create a positive culture around transportation operations of the District.
15. Perform other duties and performance responsibilities as assigned.

**Essential Physical Requirements:**

1. Work is sedentary in nature requiring occasional moving of up to 10 pounds
2. Ability to remain stationary up to 6-8 hours per day
3. Ability to be mobile up to 1-4 hours per day
4. Ability to perform simple grasping, pushing and pulling (i.e. filing, file drawers)
5. Ability to perform fine manipulation (i.e. keyboard)
6. Ability to answer phones and communicate with visitors in a professional manner
7. Occasional stooping, bending, reaching and squatting
8. Good visual acuity to view computer screen and paperwork
9. Good visual and hearing are required for effective verbal and written communication

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance will be evaluated annually by the Director of Business & HR Services.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_