

MARSHALL PUBLIC SCHOOLS

**SERIES 200
ADMINISTRATION**

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TRANSPORTATION SUPERVISOR (Job Description)

The Business Manager or his/her designee shall serve as the Transportation Supervisor.

Responsibilities:

The Transportation Supervisor shall:

1. Oversee the creation of safe and efficient routes and schedules for bus riders in conjunction with the contracted bus company.
2. Make recommendations for transportation policy revisions.
3. Interpret transportation policies and maintain necessary records and reports for state reporting purposes and for reports to the Board.
4. Oversee the general handling of bus rider discipline by building principals.
5. In cooperation with building principals, Business Manager and contracted bus company, provide supervision and programs necessary for safe, adequate, efficient and economical transportation.
6. Perform all other duties as applicable or as assigned by the Board.

Date of Adoption: December 20, 1995

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