

Transportation Program Supervisor

CLASSIFICATION: Non-Exempt

WORK SCHEDULE: 30 hours per week

PAY/SALARY: TBD

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a part-time (30 hours a week) **Transportation Program Supervisor** that will work in Salem. This position is eligible for prorated benefits which includes medical, dental, life insurance, holidays, and paid time off.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

This position reports to the Director of Quality and Operations and is responsible for the direct supervision of Bus Drivers and Maintenance within the guidelines of state and federal regulations, and the goals and policies of FBB. Professionally communicate with transportation staff, students, parents, FBB leadership and others to direct and convey expectations. Also responsible for overseeing facilities maintenance and repairs. Responsible for working with vendors and procuring new parts and supplies as needed.

Oversee the safe bus transportation for Early Head Start infants/ toddlers, and bus monitors, assuring that each child is safely picked up and delivered on schedule. Cooperate with Teachers to promote the health and education of each child, and to work with center staff to assure a smooth flow of written communication between families and the Early Head Start sites

ESSENTIAL DUTIES AND RESPONSIBILITIES

Transportation:

- Oversee the day-to-day operations of the transportation department and maintenance including all aspects of the daily bus and bus maintenance operations.
- Monitors daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines.
- Plan, prioritize, hire, assign, supervise and review the work of staff (2 bus drivers and substitute driver) responsible for providing services within assigned area of the transportation program to

align with state and federal laws, FBB policies, contractual obligations and provide a systematic and clear process.

- Prepare, process, and maintain all documents required to verify safety and medical certification, alcohol and drug testing of bus drivers, schedule DOT physicals, and renewal appointments. Ensure bus driver training to all bus drivers, in-service, renewal, and original training.
- Assess incidents, accidents, complaints, etc. (e.g. safety issues, transportation school bus routes, legal issues, personnel concerns) for the purpose of resolving the situation. Works collaboratively with Director of Quality and Operations on complex problems.
- Plan and maintain regular school bus schedules and work in concert with Director of Quality and Operations and program manager to organize emergency routing. Review and suggest changes in school schedules or program locations that may yield improved service levels or cost efficiencies.
- Coordinate and provides input in the FBB transportation services, routing and scheduling efforts, and drives as a substitute driver on bus routes as needed.
- Meet regularly with Director of Quality and Operations to provide information on operational issues, including changes in pupil transportation regulations and guidelines.
- Perform road checks during period of inclement weather and provides recommendations to Director of Quality & Operations regarding changing school schedules due to weather conditions.
- Coordinate with the staff to prepare for annual state bus inspections. Coordinate with the Director of Quality and Operations on resolving any inspection issues.
- Ensure that all vehicles in the Transportation Department are adequately maintained by overseeing or scheduling repairs and preventive maintenance of vehicles and other equipment. Participate in the development of time and cost estimates for major vehicle repairs.
- Develop procedures for extracurricular trips involving Transportation team vehicles and personnel.
- Check driver logs and mileage sheets, also maintain end of the year mileage reports.
- Provide related bus safety training to staff.
- Establish and maintain positive customer relationships with parents, staff, and departments.
- Performance of other job-related duties as assigned.

Facilities Maintenance/Repairs

- Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations to Director of Quality & Operations.
- Assigns work orders to perform required maintenance and service and assist when necessary.
- Diagnoses problems, replaces or repairs parts, tests and makes adjustments.
- Ensure that regular preventive maintenance is performed in a timely manner.
- Responsible for performing routine building maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.) and working with vendors to acquire estimates, ensure contracts obligations are met, and ensure that repairs and maintenance is performed in timely manner.
- Comply with safety regulations and maintain clean and orderly work areas, parking lots, and other designated work areas.

Other Related duties

- Attend meetings and required training as requested
- Support other program events such as parent meetings

- Provide related bus safety training to staff
- Provide an atmosphere that promotes inclusion and supports volunteers and student interns involvement on the bus
- Support the work of FBB volunteers and interns as an integral part of program services
- Provide learning opportunities for volunteers and interns while participating in program services
- Acknowledge volunteers efforts by participating in recognition events and sharing their accomplishments

Minimum Education and Experience:

- Must have a high school or GED certificate along with three years of supervision of truck or bus fleet recommended.
- Possess a valid Oregon Driver's CDL license, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- Possession of a valid Oregon School Bus Drivers Certificate.
- Possession of Third Party Examiner Certificate from the Oregon Department of Motor Vehicles.
- Knowledge of federal and state rules and regulations regarding safety issues.
- Flexible and capable of handling emergencies using sound judgement.
- Able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Ability to establish and maintain cooperation, understanding, trust and credibility and respond to emergency situations effectively.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Awareness and sensitivity for the unique challenges associated with transporting children with special needs.
- Ability and willingness to work flexibly and collaboratively as a team member.
- Positive attitude, professional and friendly demeanor.
- Strong communication and customer service skills.
- Strong organizational skills. Must be detail oriented.
- Able to use computer for emails, scheduling, documentation, and internet to do research related to job duties.
- Must successfully pass Oregon Child Care Division Background Registry and Oregon State Police Criminal Records.
- An employer-paid pre-employment drug test is required. Must have a current valid DOT physical or be able to pass the DOT physical.

Preferred Education and Experience

- Valid CDL with P and S endorsements with air brake certification.
- Certified Behind the Wheel Trainer.
- Certified school bus instruction credentials

Additional Eligibility and Qualifications

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB school bus driver criteria
- During the course of employment a valid auto insurance is required
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations
- Documentation of training in “Recognizing and Reporting Suspicions of Child Abuse and Neglect” (Must be a minimum of 2 hours training) or ability to complete within 30 days of hire.
- Complete ongoing school bus mandatory trainings
- Must maintain a valid DOT physical

Certificates, Licenses and Registrations

- Valid Oregon CDL with Passenger and school bus endorsement
- Proof of current auto insurance
- CPR/1st Aid Card
- DOT physical Card

APPLICATION DEADLINE: Open until finalists are selected.

HOW TO APPLY

If you would like to apply for this position please submit your resume, cover letter, and education documents to jobs@familybuildingblocks.org.

Employment offer is **contingent** upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. This position is eligible for prorated benefits.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.