



CRISTO REY

PHILADELPHIA
HIGH SCHOOL

Job Description: Transportation Supervisor

About Cristo Rey Philadelphia High School

Cristo Rey Philadelphia is an independent, Catholic, college preparatory school for students of all faiths who cannot otherwise afford a private education. A cornerstone of a Cristo Rey education is the Work Study Program. Through the Work Study Program students work one day per week in a professional environment at companies in the Philadelphia area. The Work Study Program not only makes a college preparatory education affordable but also allows students to develop professional skills in an office environment and build a professional network. Also essential to the development of the Cristo Rey student body is participation in extracurricular activities and retreats.

Title: Transportation Supervisor

Job Summary

The Transportation Supervisor will be supervised by the Director of Operations and will collaborate with the Director of the Work-Study Program, Athletic Director, Director of College Counseling and Director of Campus Ministry to ensure the safe and timely transit of students to their work-study jobs and all school related events. The Transportation Supervisor is responsible for the coordination of all transportation of students at Cristo Rey Philadelphia including but not limited to school to work transportation, field trips, athletic & extracurricular events and student and staff retreats. The Transportation Supervisor must be able to work with drivers, students, parents, administration, faculty and volunteers in coordinating transportation.

Essential Functions:

1. Supervise daily operations of transportation

- Oversee the development of annual routes to ensure that drop off and pick up points to Job Partner sites are organized in a cost effective and time efficient manner.
- Develop and maintain daily transportation schedules for work study programs and student transportation to and from school as needed
- Develop and execute protocol for use of vehicles by Athletics, Campus Ministry, College Counseling and Moderators of School related activities/field trips.
- Maintain records and schedule transportation for sports, field trips and other transportation needs

- Verify employee payroll hours to ensure accuracy
- Develop and maintain vehicle maintenance protocols for all Cristo Rey vehicles including preventive maintenance, vehicle registration, State inspections, and repairs. Ensure all vehicles are cleaned on a weekly basis
- Manage and Coordinate Septa Student Passes and serve as a liaison between Philadelphia School District, SEPTA AND Cristo Rey High School regarding the passes.

2. Supervise Transportation Department Personnel

- Ensure adequate personnel are available to operate the department efficiently
- Evaluate performance of department personnel including an annual review
- Recommend any personnel actions as warranted

3. Record Maintenance

- Maintain listing of drivers' credentials including annual DMV reports, physical records, and endorsements.
- Maintain records regarding required D.O.T. Drug testing
- Maintain Bus & Van Daily inspection records
- Maintain Vehicle maintenance records including State Inspection reports
- Maintain fuel usage and fleet fuel cards records

4. Reports

- Make annual recommendations for vehicle requirements to meet the transportation needs of the school
- Maintain records for vehicle insurance requirements
- Prepare and process all incident and accident reports involving the school's vehicles in a timely manner as required by the school's insurance carrier

5. Ensuring Safe Transportation

- Conduct and/or coordinate driver in-service programs
- Ensure safe driving procedures are followed
- Coordinate driver Training as needed
- Coordinate and respond to driver safety issues

6. Other duties as assigned

Qualifications:

- Experience with School Transportation Systems required
- Bachelor's Degree Preferred
- Proven supervisory experience required
- Competency in the use of computer programs including word processing, database and excel spreadsheets. Experience in utilizing routing software is helpful
- Excellent interpersonal and communication skills required

- Ability to handle multiple transportation requests and challenges
- Must possess or be willing to obtain a Class B, Commercial Driver's License with a School Bus and Passenger Endorsements
- Proven analytical and organizational skills required
- Act 34 and 151 clearances

Application Process:

To apply for the Cristo Rey School Transportation Supervisor position, please send the following documents in an email to jointheteam@crphs.org:

- Resume or CV
- Cover letter expressing interest in this position
- Three references including name, title, relationship to applicant, phone number, and email address of each