



**Position Title:** School Transportation Supervisor

**FLSA classification:** Full-time Exempt (salaried)

**Description:**

The Supervisor is responsible for ensuring safe, efficient, and timely transportation of students to and from school, extracurricular activities, and other events. The Supervisor manages a team of Bus and Van Drivers while ensuring compliance with all applicable local, state, and federal transportation regulations. This role requires a strong, innovative operational leader with a commitment to student safety, continuous improvement, and mission-centered service to employees, students, and families.

**Responsibilities:**

- Manage and oversee day-to-day transportation operations
- Interview, hire, train, and evaluate transportation employees
- Schedule drivers and monitor attendance, absences, and coverage
- Coordinate routing for daily transportation, co-curricular, and extra trips
- Analyze operational data for program evaluation and improvement
- Respond to and resolve parent concerns and incoming calls with professionalism
- Work closely with school administrators to manage student behavior on school vehicles
- Prepare and submit reports as required while maintaining compliance with all local, state, and federal regulations
- Ensure vehicle prechecks are performed at the beginning shift before departure
- Develop and enforce safety procedures and training for drivers based on best practices
- Maintain necessary records such as vehicle maintenance, mileage, inspections, and driver compliance standards
- Ensure proper care in the use and maintenance of vehicles, equipment, and supplies; promote continuous improvement of workplace safety and environmental practices.

**Qualifications:**

- Associate or bachelor's degree in business administration, Transportation Management, Logistics, or related field preferred
- Valid Michigan Commercial Driver's License (CDL) with appropriate endorsements (or ability to obtain within the first six months)
- Three (3) years of experience in transportation operations, including supervisory experience
- Demonstrated knowledge of Michigan Pupil Transportation laws, regulations, and best practices
- Experience with routing software, GPS tracking systems, and transportation scheduling tools
- Strong organizational and time management skills
- Working knowledge of school operations and student support services
- Demonstrated ability to manage fleet maintenance and vehicle safety inspections

CATHOLIC SECONDARY SCHOOLS



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- Must be able to work flexible hours, including early mornings, evenings, weekends, and emergencies as needed
- Demonstrated ability to supervise, evaluate, and support employee performance

**Benefits:** paid time off, medical, dental, vision, life insurance, retirement benefits, and eligible for tuition discount after one year of service for students attending Catholic Central High School or West Catholic High School.

Please call Don St. Andre at (616) 264-6272 for additional information. Interested candidates should complete an application for employment:

[https://dioceseofgrandrapids.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDoYSZRxbTfjraFbPvLOP43xj2C6Bn8TQNaiGnKG8ZLDqTPOUG4f48LFInyCygMck\\*](https://dioceseofgrandrapids.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDoYSZRxbTfjraFbPvLOP43xj2C6Bn8TQNaiGnKG8ZLDqTPOUG4f48LFInyCygMck*)