

**School District of River Falls  
Personnel Committee meeting**

Monday, January 17, 2022 - 6:15 PM  
District Office, 852 E Division Street, River Falls, Wisconsin 54022

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at  
<https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 6:15 p.m. at the District Office Conference Room**

2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**

3. **HEARING OF VISITORS OR DELEGATIONS**

4. **Employee Work Safety Guidelines and Expectations**

2

**Description:** Recent changes to CDC guidelines have resulted in an update to Employee Work Safety Guidelines and Expectations.

**Recommended action:** None, informational only.

5. **Discuss 2022-23 and 2023-24 School Calendars**

6

**Description:** The calendar committee and administrative team are seeking Personnel Committee feedback prior to making formal recommendations for the 2022-23 and 2023-24 school calendars.

**Recommended Action:** None, informational only.

6. **Transportation Department Job Description Revisions**

9

**Description:** Todd Burnap is requesting minor updates to the following transportation employee job descriptions: Bus Driver, Mechanic, and Transportation Assistant Supervisor.

**Recommended Action:** Approve revised transportation department job descriptions.

7. **Health Insurance Bidding Update**

**Description:** A brief 2022-23 Health Insurance bidding update will be provided.

**Recommended Action:** None, informational only.

8. **Proposed/suggested items for the next regular and future Board meeting agenda(s)**

**Description:** As always, Board members will be given the opportunity to suggest items for future Board member agendas.

**Recommended Action:** As needed.

9. **Schedule next Board/Committee meetings**

**Description:** Upcoming committee meeting dates, times, and locations will be reviewed.

**Recommended Action:** Set the meeting schedule as follows:

Personnel Committee meeting, Monday, February 14, 2022, 7:00 p.m.

*The meeting will be held at the District Office, 852 E. Division Street.*

10. **Request for anticipated executive session pursuant to Wisconsin § 19.85(1)(c)(e) (Roll call vote required) for the purpose of approving continuing letters to administrators, preliminary notice of nonrenewal of administrative staff, and discussing 2022-23 negotiations goals.**

11. **CONVENE TO EXECUTIVE SESSION**



*School District of River Falls*  
**ADMINISTRATIVE OFFICE**  
 852 East Division Street, River Falls WI 54022  
 715-425-1800 phone / 715-425-1804 fax

**RFSD WORK SAFETY GUIDELINES AND EXPECTATIONS (1-7-22)**

The purpose of this document is to address safety guidelines and expectations for all employees. This process includes the guidelines for reporting to work, preparing workspaces, mitigating the spread of COVID, and return to work stipulations. All employees are expected to follow guidelines and expectations. Please contact your building principal, direct supervisor, and/or the Human Resources Director with questions or concerns.

The following work safety guidelines and expectations replace earlier work guidelines (specifically the guidelines established on 4-30-20, 8-1-20, 8-24-20, 6-14-21, 8-20-21).

Strategy	Action
<p><b><u>Daily self-screen for COVID-19 related symptoms and monitor well-being throughout the day</u></b></p>	<p>All employees are expected to monitor COVID-19 related symptoms prior to entering a school building. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19 (<a href="#">LINK</a>):</p> <ul style="list-style-type: none"> <li>● Fever (over 100.4) or chills</li> <li>● Persistent Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Severe headache</li> <li>● New loss of taste or smell</li> <li>● Sore throat</li> <li>● Vomiting</li> <li>● Diarrhea</li> </ul> <p>*It is recommended that you consult with a medical professional to determine if a COVID-19 test is recommended.</p> <p>*If your provider recommends COVID-19 testing, you should remain at home and quarantine until the results of the test are received.</p> <p>*If your medical provider indicates that a test is not needed (i.e. a diagnosis that the symptoms are related to another medical condition), then you should return to work with your medical provider note, and when you are symptom free for 24 hours.</p> <p>*If your medical provider recommends a test, but you do not wish to test, then you are expected to quarantine for a period of 10 days and be symptom free for 24 hours.</p> <p><b><u>Report absence</u></b>          You are expected to follow established attendance reporting procedures. When reporting your absence in Employee Access proactive communication to your direct supervisor is helpful in securing a substitute (if this is needed for your position).</p> <p><b><u>All absences should be designated as sick time. FFCRA has expired and is no longer available.</u></b></p>

<p><b><u>Masks are required for all employees while they are indoors.</u></b></p>	<p>All employees will be required to wear face coverings when inside a school district building during the instructional day.</p> <p>This requirement will be effective starting on September 1 at the secondary level (HS, REN, MMS, Bus Garage, Central Office, and Maintenance Building) and September 2 at the elementary level (RB, GW, WS, and RFPME).</p> <p><b><u>If for personal medical reasons you cannot wear a mask, please contact Karin Brandvold to discuss alternative masking options.</u></b></p> <p>Outside of the instructional day and on days when school is not in session (i.e. in-service), masks will be recommended, but not required.</p> <ul style="list-style-type: none"> <li>● A “face covering” is defined as “a piece of cloth or other material that is worn to cover the nose and mouth completely.”</li> <li>● A ‘face covering’ includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.</li> <li>● A ‘face covering’ does not include face shields, mesh masks, masks with holes or openings, or masks with vents.</li> <li>● Individuals do not have to wear a mask if they are outside or if they are indoors but not one else is present.</li> <li>● In addition, face coverings are permitted to be removed in the following situations: <ul style="list-style-type: none"> <li>○ When you are eating or drinking.</li> <li>○ When you are communicating with someone who is deaf or hard of hearing.</li> <li>○ When wearing a face covering poses a safety risk, as determined by government safety guidelines or regulations.</li> <li>○ When you are having trouble breathing.</li> </ul> </li> </ul> <p>It is understood that masking creates a host of logistical challenges for the instruction of children and the completion of other essential work functions. The requirement to wear masks was carefully considered and will be closely monitored. The Board of Education will review the masking policy as needed. The decision will be based on an analysis of the 7-day average of new confirmed cases in the River Falls School District community. The burden (overall cases) and trajectory (rate of growth or decline in cases) will be considered.</p> <p><a href="#"><u>About Cloth Face Coverings</u></a>  <a href="#"><u>Proper masking techniques</u></a>  <a href="#"><u>Evidence for Effectiveness of Cloth Face Coverings</u></a></p>
<p><b><u>Isolating while a member of the household is seeking a COVID-19 diagnosis.</u></b></p>	<p>If a member of your household is experiencing COVID-19 symptoms, <b><u>you do not need to isolate yourself unless you are experiencing COVID symptoms.</u></b></p> <p><b><u>If you choose to isolate in this situation, then absences should be designated as sick time. FFCRA has expired and is no longer available.</u></b></p>
<p><b><u>Potential Exposure at School</u></b></p>	<p>You will be notified by school personnel if you have been potentially exposed to a COVID-19 positive individual while at school. This notification is advisory in nature and will not require a mandatory quarantine.</p>

	<p>An employee will have the option to select one of the following if notified as a potential exposure:</p> <ol style="list-style-type: none"> <li>1. Monitor your symptoms for 14 days, no quarantine unless you are experiencing COVID symptoms.</li> <li>2. Follow public health recommended quarantine protocols (<a href="#">LINK</a>) <ul style="list-style-type: none"> <li>○ Quarantine is optional, therefore, employees will not be required to produce a negative test to return.</li> </ul> </li> </ol> <p>All absences should be designated as sick time. FFCRA has expired and is no longer available.</p>
<p><b><u>Quarantine if you are identified as a household close contact</u></b></p>	<p>If an individual in your household tests positive, then you will be identified as a close contact by your county health department. In this instance a student or employee will be required to follow public health’s recommended quarantine protocols. The exact length of the quarantine will be communicated to you by the public health department. The current guidance from Pierce County Public Health recommends the following quarantine periods:</p> <ul style="list-style-type: none"> <li>● If unvaccinated: <ul style="list-style-type: none"> <li>○ Isolate for a minimum of 5 days from the date of exposure.</li> <li>○ Wear a well-fitting mask around others and monitor symptoms for ten-days.</li> <li>○ Test on Day 5 or if you develop symptoms at any time during the isolation period.</li> </ul> </li> <li>● If vaccinated or recovered from COVID-19 in the last 90 days: <ul style="list-style-type: none"> <li>○ Wear a mask around others for ten days.</li> <li>○ Test on Day 5 or if you develop symptoms at any time during the monitoring period.</li> </ul> </li> <li>● For the purposes of determining the length of isolation if you are a household close contact, Pierce County has indicated that an individual must must have completed one of the following to be considered vaccinated <ul style="list-style-type: none"> <li>○ Booster shot or,</li> <li>○ Completed primary series of Pfizer or Moderna vaccine within the last 6 months or,</li> <li>○ Completed primary series of J&amp;J vaccine within the last two months</li> </ul> </li> <li>● The district does not require vaccination.</li> <li>● The district will expect employees to follow this Pierce County Public Health guidance when determining the length of time they need to isolate if identified as a household close contact.</li> </ul> <p>All absences should be designated as sick time. FFCRA has expired and is no longer available.</p>
<p><b><u>Isolate if you test positive for COVID-19</u></b></p>	<p><b><u>Contact Karin Brandvold if you test positive for COVID-19</u></b></p> <p>If you were working during your infectious period, please contact Karin Brandvold. Employees who you have worked closely with may be informed that they have been potentially exposed to a colleague with a positive COVID-19 test. However, your identity will be confidential.</p> <p>An official from public health in your county of residence will follow up if you test positive for COVID-19. Public health will determine close contacts and recommend exclusion/quarantine as appropriate.</p>

	<p>The current guidance from Pierce County Public Health recommends the following quarantine periods</p> <ul style="list-style-type: none"> <li>● If symptomatic: <ul style="list-style-type: none"> <li>○ Individual isolates for a minimum of five days from the start of symptoms.</li> <li>○ After a five-day isolation period, fever-free for 24 hours without the aid of fever-reducing medication, and improvement of symptoms, the individual can then return to school.</li> <li>○ Wear a well-fitting mask around others for a minimum of ten days from the start of symptoms.</li> </ul> </li> <li>● If asymptomatic <ul style="list-style-type: none"> <li>○ Isolate for a minimum of five days from the date of positive test.</li> <li>○ Wear a well-fitting mask around others for ten-days from the date of the positive test.</li> </ul> </li> </ul> <p><b><u>Report absence</u></b>  You are expected to follow established attendance reporting procedures. When reporting your absence in Employee Access proactive communication to your direct supervisor is helpful in securing a substitute (if this is needed for your position). All absences should be designated as sick time. FFCRA has expired and is no longer available.</p>
<p><b><u>Clean and disinfect workspace</u></b></p>	<p>All buildings will be provided ample supplies and materials for you to regularly clean and disinfect your work space. You will have the opportunity to clean and disinfect surfaces that are frequently touched by multiple people. This could include tables, doorknobs, light switches, handles, desks, phones, and keyboards. Your supervisor will communicate specific cleaning expectations with you.</p>
<p><b><u>Hygiene</u></b></p>	<p>All buildings will be provided ample supplies and materials for you to regularly wash hands with soap and water or hand sanitizer. This is especially important after touching frequently used items. You will be expected to adhere to hygiene best practices that include, but are not limited to: avoiding touching your face, eyes, and mouth; sneezing or coughing into a tissue or the inside of your elbow.</p>

School District of River Falls  
**2022-23 SCHOOL CALENDAR**

**August 2022**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25◆	26
29◆	30◆	31◆		

*23-24 – New Teacher Orientation  
25, 29-31 – Teacher In-service*

**September 2022**      **21**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*1 – First Student Day  
5 – No School (Labor Day)*

**October 2022**      **20**

M	T	W	TH	F
3	4	5	6	7
10◆	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

*10 – No School (Teacher In-service)*

**November 2022**      **18**

M	T	W	TH	F
	1	2	3Q	4◆
7	8	9	10	11
14	15	16	17	18
21	22 T	23	24	25
28	29	30		

*4 – No School (Teacher In-service)  
23-25 – No School (Thanksgiving Break)*

**December 2022**      **16**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*23-30 – No School (Winter Break)*

**January 2023**      **19**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19Q	20◆
23	24	25	26	27
30	31			

*2, 16– No School (Vacation)  
20 – No School (Teacher In-service)*

**February 2023**      **18**

M	T	W	TH	F
		1	2	3
6	7	8	9	10*
13◆*	14	15	16	17
20	21	22	23	24
27	28			

*10 – No School (Vacation)  
13 – No School (Teacher In-service)*

**March 2023**      **18**

M	T	W	TH	F
		1 T	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

*13-17 – No School (Spring Break)*

**April 2023**      **19**

M	T	W	TH	F
3	4	5	6Q	7◆*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

*7 – No School (Teacher In-service)*

**May 2023**      **22**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

*29 – No School (Memorial Day)*

**June 2023**      **4**

M	T	W	TH	F
			1	2
5	6	7◆*	8◆*	9*
12	13	14	15	16
19	20	21	22	23
27	27	28	29	30

*6 – Last Day of School  
7-8 – Teacher In-service*

**Quarters (Secondary):**

- 1: 9/1/22-11/3/22 (44 days)
- 2: 11/7/22-1/19/23 (43 days)
- 3: 1/23/23-4/6/23 (47 days)
- 4: 4/11/23-6/6/23 (41 days)

**Trimesters (Elementary):**

- 1: 9/1/22-11/22/22 (56 days)
- 2: 11/28/22-3/1/23 (58 days)
- 3: 3/2/23-6/6/23 (61 days)

First Student Day: September 1, 2022  
 No School Days:   
 Graduation Day: June 4, 2023  
 Last Student Day: June 6, 2023  
 Possible Make-Up Days: \*

Student Days	175
Parent Teacher Conference Days	2
Work/In-service Days ◆	11
<b>Total Days</b>	<b>188</b>
	<b>6</b>

School District of River Falls -- IMPORTANT DATES 2022-23

22-23 Dates	Day(s) of the Week	Event/Holiday
August 9	Tuesday	Renaissance Open House, (5:30-7:30 pm)
August 16-17	Tuesday-Wednesday	New Teacher Workshop
August 17	Wednesday	Board and New Teacher "Meet & Greet" (4:00 pm)
Aug. 25, 29, 30, 31	Thurs, Mon, Tues, Weds	Teacher Inservice
August 29	Monday	HS Parent Night Open House (5-8 pm)
August 30	Tuesday	MMS Back-To-School Open House (12:30-7 pm)
September 1	Thursday	First Student Day of School for MMS, RFHS, and REN
September 1	Thursday	Elementary Orientation Day (No Elementary Bus Routes)
September 2	Friday	First Student Day of School for Elementary and RF4C
September 5	Monday	Labor Day (no school)
September 12	Monday	Renaissance Back to School Night (5:30-7:30 pm)
September 26	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
September 26	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
October 10	Monday	Teacher Inservice (no school)
October 10	Monday	MMS Parent-Teacher Conferences (12:00 pm-7:30 pm)
November 3	Thursday	End of Quarter One (Secondary Level)
November 3	Thursday	Elementary Parent-Teacher Conferences (4-8 pm)
November 4	Friday	Teacher Inservice (no school)
November 8	Tuesday	Elementary Parent-Teacher Conferences (4-8 pm)
November 11	Friday	MMS Veteran's Day Program, 1:00 pm
November 22	Tuesday	End of Trimester One (Elementary Level)
November 23-25	Wednesday-Friday	Thanksgiving Break
December 5	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
December 5	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
Dec 23-Jan 2	Friday-Monday	Winter Break
January 16	Monday	MLK Day, Teacher Inservice (no school)
January 16	Monday	MMS Parent-Teacher Conferences (2:00 pm-7:00 pm)
January 19	Thursday	End of Quarter Two (Secondary Level)
January 20	Friday	Teacher Inservice (no school)
January 23	Monday	HS Course Registration / College Fair Night (5-8 pm)
February 7	Tuesday	Elementary Parent-Teacher Conferences (4-8 pm)
February 9	Thursday	Elementary Parent-Teacher Conferences (4-8 pm)
February 10	Friday	No School (Vacation)
February 13	Monday	Teacher Inservice (no school)
February 13	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
February 13	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
March 1	Wednesday	End of Trimester Two (Elementary Level)
March 13-17	Monday-Friday	Spring Break (no school)
April 6	Thursday	End of Quarter Three (Secondary Level)
April 7	Friday	Teacher Inservice (no school)
May 1	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
May 1	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
May 16	Tuesday	Renaissance Graduation Celebration (6-8 pm)
May 29	Monday	Memorial Day (no school)
June 4	Sunday	High School Graduation (1-3 pm)
June 6	Tuesday	Last Student Day of School
June 7-8	Monday-Tuesday	Teacher Inservice (no school)

School District of River Falls  
**2023-24 SCHOOL CALENDAR**

**August 2023**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28♦	29♦	30♦	31♦	

*23-24 – New Teacher Orientation  
28-31 – Teacher In-service*

**September 2023**      **19**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*4 – No School (Labor Day)  
5 – First Student Day*

**October 2023**      **21**

M	T	W	TH	F
2	3	4	5	6
9♦	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

*9 – No School (Teacher In-service)*

**November 2023**      **18**

M	T	W	TH	F
		1	2Q	3♦
6	7	8	9	10
13	14	15	16	17
20	21T	22	23	24
27	28	29	30	

*3 – No School (Teacher In-service)  
22-24 – No School (Thanksgiving Break)*

**December 2023**      **16**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*25-29 – No School (Winter Break)*

**January 2024**      **19**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18Q	19♦
22	23	24	25	26
29	30	31		

*1-2, 15 – No School (Vacation)  
19 – No School (Teacher In-service)*

**February 2024**      **19**

M	T	W	TH	F
			1	2
5	6	7	8	9*
12♦*	13	14	15	16
19	20	21	22	23
26	27	28	29	

*9 – No School (Vacation)  
12 – No School (Teacher In-service)*

**March 2024**      **16**

M	T	W	TH	F
				1T
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*18-22 – No School (Spring Break)*

**April 2024**      **19**

M	T	W	TH	F
1	2	3	4Q	5♦*
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

*5 – No School (Teacher In-service)*

**May 2024**      **22**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

*27 – No School (Memorial Day)*

**June 2024**      **4**

M	T	W	TH	F
3	4	5	6	7♦*
10♦*	11*	12	13	14
17	18	19	20	21
24	25	26	27	28

*6 – Last Day of School  
7, 10 – Teacher In-service*

**Quarters (Secondary):**

- 1: 9/5/23-11/2/23 (42 days)
- 2: 11/6/23-1/18/24 (43 days)
- 3: 1/22/24-4/4/24 (47 days)
- 4: 4/8/24-6/6/24 (43 days)

**Trimesters (Elementary):**

- 1: 9/5/23-11/21/23 (54 days)
- 2: 11/27/23-3/1/24 (59 days)
- 3: 3/4/24-6/6/24 (62 days)

First Student Day: September 5, 2023  
 No School Days:   
 Graduation Day: June 2, 2024  
 Last Student Day: June 6, 2024  
 Possible Make-Up Days: \*

Student Days	175
Parent Teacher Conference Days	2
Work/In-service Days ♦	11
<b>Total Days</b>	<b>188</b>

**School District of River Falls**  
**Job Description**  
**BUS DRIVER**

**MINIMUM QUALIFICATIONS:**

1. Current Commercial Driver's License (CDL) with S & P endorsements.
2. Demonstrated aptitude or competence for assigned responsibilities
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**

- Transportation Supervisor
- Transportation Assistant Supervisor, or designee

**POSITION SUMMARY:**

Provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**PERFORMANCE RESPONSIBILITIES:**

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on the bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to the assigned schedule.
7. Check the bus before each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership when on out-of-district school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against tobacco products, drugs and alcohol, and eating on the bus.
14. Keep paperwork updated, including, but not limited to: route sheets, disciplinary reports, trip requests, work orders, and miscellaneous information sheets.
15. Check the bus at the end of each route to be sure no students are still on the bus.
16. All other duties as assigned.

Approved: 1-17-2022

**School District of River Falls**  
**Job Description**  
**MECHANIC**

**MINIMUM QUALIFICATIONS:**

1. High school graduate and related coursework to prepare a person to be a school bus mechanic.
2. Must hold a Commercial Driver's License (CDL), or be able to obtain CDL, with S & P endorsements.
3. Demonstrated aptitude or competence for assigned responsibilities.

**REPORTS TO:**

- Transportation Supervisor, or designee

**POSITION SUMMARY:**

Keep the district's vehicles in such a state of operating excellence that they present no problems or interruptions to the educational system. Also, to provide a system that ensures that all state and federal laws are complied with.

**PERFORMANCE RESPONSIBILITIES:**

1. Diagnose and repair district vehicles.
2. Recommend priorities for the repairs of the fleet.
3. Create a system for the daily inspection of the fleet.
4. Examine each bus on a regular basis for repairs and maintenance.
5. Develop a system for dealing with emergencies enroute.
6. Establish an efficient and effective system of preventive maintenance.
7. Promote high standards of safety and good housekeeping methods in and around the bus garage.
8. Work to provide drivers with all the information they will need to provide safe, to and from, transportation.
9. Maintain all records as required by the district and law.
10. All other duties as assigned.

Approved: 1/17/2022

School District of River Falls  
Job Description  
**TRANSPORTATION ASSISTANT SUPERVISOR**

**MINIMUM QUALIFICATIONS:**

1. Experience in supervising personnel and related aspects required of a supervisor
2. Acquire CDL license within six months of employment and drive as needed
3. Must have general office and computer skills.
4. Demonstrated aptitude or competence for assigned responsibilities.

**POSITION SUMMARY:**

To provide a transportation system that moves all children in the most efficient and safe manner possible. Also to help provide a system that ensures that all state and federal laws are complied with.

**REPORTS TO:**

Transportation Supervisor

**PERFORMANCE RESPONSIBILITIES:**

1. Establish bus routes and assign drivers.
2. Supervise the Transportation Department throughout the day and during p.m. routes.
3. Develop and implement a system for dealing with emergencies en route.
4. Consult with building principals to establish good discipline on the buses.
5. Provide information and resources to drivers to support the safe transportation for students to and from school.
6. Maintain personnel records as required by the district and law.
7. Be actively involved in the recruitment, training, and supervision/evaluation of all employees under his/her direct supervision.
8. 8. Establish and maintain effective working relations between co-workers.
9. 9. Answer and problem solve a high volume of calls regarding student transportation needs
10. which come from parents, students, and the schools.
11. 10. Perform office work such as but not limited to:
12. a. Recording all students and routes on computer
13. b. Keeping accurate records for monthly statements, state report, extracurricular trips,
14. purchase orders, cross-town runs, random drug testing, absentees, etc.
15. Job Description
16. Transportation Assistant Supervisor, page 2
17. 11. Drive the school bus when needed.
18. 12. At no extra pay be on call on designated evenings and weekend duties which includes but
19. not limited to finding substitutes for drivers, communicating with parents regarding
20. transportation needs, any extra hours needed in August as well as other busy times, etc.
21. 13. Help to keep the premises neat and clean for the public.
22. 14. All other duties as set forth by the Transportation Supervisor.

Approved by the Board on 1/17/22