



Maplewood Richmond Heights School District

2531 S Big Bend
Maplewood, MO 63143
(314)644-4400 Fax: (314)781-3160

Transportation Supervisor 24-25 School Year

Supervisor: Director of Operations

Primary Responsibilities: To effectively & safely operate the transportation of students.

Qualifications & Education:

- High School Diploma or G.E.D., related job experience, and certified bus instructor for training
- Commercial Driver's License and Missouri School Bus Permit
- Must be able to exert up to 150 lbs. of force
- Ability to communicate with students, staff and parents; able to maintain positive relationships with all staff and public

Essential Duties & Responsibilities:

- Drive bus as part of transportation operations
- Supervise and direct bus drivers
- Establish bus routes and oversee scheduling of daily runs. Communicate routes to principals and public
- Plan, schedule, and assign extra-curricular activity, expeditionary, and athletic trips
- Manage required transportation reports for district and state
- Coordinate all paperwork to and from drivers - distribute and accurately maintain mileage logs and pre-trip inspection logs
- Coordinate the random drug and alcohol testing program for all bus drivers
- Maintain records for licensing, physicals, and insurance for all drivers
- Perform minor preventive maintenance functions, including fuels and fluids on all district vehicles
- Serve as liaison between principals and drivers for bus discipline or referral process. View bus camera system and report findings to appropriate administrative personnel as needed
- Attend seminar/workshops to remain current in all requirements and best practice for bus operators
- Maintain instructor's certification and provide training for all drivers as required by law
- Arrange and schedule for repair work to be done on vehicles – maintain written log of repair work and bus issues with leasing agents
- Other duties as assigned

Terms of Employment: Employed for a full time 12-month period with salary and benefits set by the Board of Education.

Any qualified person who would like to be considered as a candidate for this position should apply online at:

Notice of Non-Discrimination

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR and DEI 7539 Manchester Rd, Maplewood, MO 63143 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Posting: 09/25/24

***MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**