

SUPERVISOR – TRANSPORTATION SERVICES *

Function of Job:

Under general supervision of assigned administrator, perform duties related to supervision of transportation services, such as overseeing the maintenance of campus vehicles, inspecting and cleaning vehicles, supervising drivers and student staff, maintaining records and schedules, and providing back-up driving and snowplowing as needed.

Characteristic Duties and Responsibilities:

1. Hire, evaluate, and supervise drivers; monitor and maintain schedules for daily operations and special requests, and develop lists of drivers for call-ins as needed.
2. Prepare and effect procedures for inspecting vehicles, including rentals, and for providing preventative maintenance and repair.
3. Coordinate driver training and safety awareness programs and ensure that drivers comply with applicable Federal, State, and local regulations and USNH policies.
4. Act as liaison between transportation department and other campus departments served by transportation operations.
5. Oversee collection and maintenance of transportation records, such as rider usage and mileage, and assess statistics.
6. Schedule, deliver and retrieve vehicles for inspection and routine maintenance and repair, monitor costs of vehicle maintenance and repair, and assist in the purchase of new vehicles and equipment.
7. Assist in developing transportation operating budgets.
8. Coordinate and/or perform cleaning of vehicles and related equipment.
9. As required, respond to emergency needs, such as evacuating vehicles in the event of flooding or other situations.
10. Coordinate public relations and advertising programs of transportation services.
11. Drive vehicles, including snow plows, as required.
12. Supervise evening dispatchers in carrying out their duties.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and two years of directly related experience.
2. Ability to operate motor coaches with valid New Hampshire Commercial Operator's license.
3. Knowledge of New Hampshire Motor Vehicle laws.
4. Supervisory ability.
5. Ability to handle emergency situations.
6. Computer skills as required by department.
7. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public.

Additional Desirable Qualifications:

1. Associate's Degree.

8/3/06
System Approval

8/3/06
Effective Date

*Revised – original approved 11/9/77 as “Assistant Supervisor – Bus Service”