

### **JOB DESCRIPTION**

<b>Job Title:</b>	Supervisor Transportation
<b>Date Revised:</b>	11/29/2010
<b>REPORTS TO:</b>	Supervisor Transportation
<b>FLSA STATUS:</b>	Exempt
<b>PAY GRADE:</b>	201

### **QUALIFICATIONS**

- High school diploma or GED required
- Bachelor's degree preferred
- Two to four years experience in student transportation preferred
- Valid Texas Driver's license with CDL required
- Certified school bus driver

### **JOB GOAL:**

Under general supervision of the Transportation Operations Supervisor, performs a variety of administrative functions relating to the transportation of regular and special education students safely to and from school.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan and implement bus routes and resolves problems related to transportation of regular and special education students; recommend and review bus routes and schedules as well as changes to routes and schedules; receive and resolve parent and/or driver complaints related to bus transportation
- Review and evaluate work of transportation personnel including bus drivers, bus monitors, dispatchers, and security monitors; direct subordinates in planning work assignments; regularly observe work performance; resolve personnel problems; make decisions concerning reassignments and discipline; and recommend employee selections and promotions
- Authorize purchases of equipment and supplies in accordance with budgetary limitations
- Oversee the development and implementation of computer software for transportation department use (e.g., assignment of students to buses, equipment inventory, personnel records, payroll and report preparation)
- As assigned, investigate bus accidents and document findings; monitor procedures and correct safety problems related to loading and unloading students, use of seat belts, and pedestrian routes
- Review and approve requests for field trip and special trip transportation; plan and organize resources to meet these requests
- Perform other duties as assigned

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl and/or be in lying down positions for extended periods of time; and talk, hear, and smell. The employee must frequently lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work may require working and driving in adverse weather and/or road conditions. Work involves exposure to hazardous liquids and fumes. Work requires working with heavy and/or powered equipment.

***This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.***