

Birdville ISD - Job Description
SUPERVISOR - TRANSPORTATION

03.20.18

Identification

Position Title:	Supervisor
Department:	Transportation
Immediate Supervisor:	Director - Transportation
Hour/Wage Status:	Exempt

Job Summary

Supervises and maintains the transportation department. Maintains personnel and other records. Supervises the safety training program.

Job Scope

This position supervises approximately 125 employees, but has no budgetary responsibilities.

Essential Job Duties and Responsibilities

- Supervises the safety training of all bus drivers and bus monitors.
- Drive bus route as necessary.
- Assists in hiring and evaluations of employees.
- Makes routine decisions concerning personnel.
- Assists in supervision of support (office) staff; including bus drivers and bus monitors.
- Attends out of district meetings.
- Assists in maintaining the most economical and efficient legal bus routes that will provide timely and safe transportation of students; both regular and special education.
- Communicates with parents, students, general public and other school personnel.
- Investigates accidents during and after work.
- Performs related duties as required.

Physical and Environmental Conditions

This is a split shift position. Hours are 5:30 AM to 9:30 AM and 1:30 PM to 5:30 PM. Normal office environment, frequent interruptions and possibility of extended hours. Outside, excessive heat, excessive cold, humidity, dampness or chilling, intermittent noise, gas fumes, wind and dust

Minimum Education, Experience and Certification

Bachelor's degree or two year Associate degree preferred. School bus driving experience is preferred. Valid Texas driver's license CDL B with P&S endorsements preferred. Edulog training preferred. Work towards TAPT state certification.

Knowledge, Skills and Abilities

- Skills in organization management, scheduling and communication. Ability to communicate, plan, assign, and delegate assignments.
- Maintain knowledge of state rules for transporting students.
- Demonstrate problem solving abilities.
- Knowledge and ability to assist with the preparation of specific state and federal reports.
- Demonstrate employee supervision ability and documentation procedures.
- Ability to react quickly in emergency situations to solve problems.
- Ability to use personal computer and other office equipment.