

Clear Creek ISD

Regular Route Supervisor (3355)

JOB POSTING

Job Details

Title **Regular Route Supervisor**
Posting ID **3355**
Description **Primary Purpose**

- Ensure safe and orderly transportation of students on assigned routes; plan and maintain regular education bus routes; assist bus drivers in the discipline of students aboard the buses.

Qualifications

Education/Certification

- High school diploma or GED
- Valid Texas commercial driver's license with passenger and school bus endorsement
- TEA school bus driver certification prior to employment

Special Knowledge/Skills

- Effective communication and interpersonal skills
- Ability to complete required bus driver safety training and physical
- Knowledge of all phases of student transportation and student discipline procedures
- Ability to direct and schedule personnel
- Ability to manage student behavior
- Ability to operate bus
- Demonstrated ability to enter and exit rear emergency door of school bus
- Proficient computer skills

Experience

- Minimum of 4 years as a school bus driver
- TransFinder or similar routing software experience preferred

Major Responsibilities and Duties

1. Schedule, coordinate, and maintain routes in assigned area.
2. Supervise and evaluate bus drivers in assigned area.
3. Instruct and supervise drivers as to routes and schedules.
4. Supervise and communicate with drivers concerning paperwork, policies, route problems, and student discipline on buses.
5. Supervise driver performance and counsel drivers as necessary.
6. Maintain notebook or file of assigned bus routes.
7. Assist in driver training on assigned route.
8. Post and recommend route and/or driver changes as necessary.
9. Plan new routes as needed.
10. Coordinate with school administrators for after-school programs in assigned area.
11. Coordinate with administrators for summer school programs.
12. Plan and maintain summer school routes.
13. Assist director with student count and route mileage for state and local reports.
14. Perform as a relief bus driver when necessary.
15. Assist drivers in setting up and maintaining bus route folders.
16. Contact parents concerning discipline matters and conduct parent conferences when needed.
17. Perform all accident response procedures, such as dispatching police, ambulance, drug testing agency, notifying appropriate personnel and school(s); cover any remaining portion of the route; assist in notifying parents of all students on the bus; assist at the accident scene if necessary.
18. Assist with monthly departmental safety meetings.
19. Assist with emergency response situation such as lockdowns, hurricane evacuation.
20. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.

21. Research district policy, precedent, and current practices prior to taking action.
22. Participate as an effective team member who contributes to district, department, and content goals.
23. Demonstrate integrity and ethics.
24. Display proficient levels of technology applications.
25. Utilize time wisely for effective management of job responsibilities.
26. Maintain punctuality in daily work times, appointments, and meetings.
27. Meet task completion deadlines established by supervisor.
28. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
29. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
30. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
31. Perform other duties and accept other responsibilities as assigned.

Working Conditions

Mental Demands

- Maintaining emotional control under stress
- Working around high noise levels
- Frequent interruptions

Physical Demand/Environmental Factors

- Continual sitting, reaching, and repetitive hand and arm motions
- Work outside and inside
- Moderate exposure to extreme temperatures and vehicle fumes
- Frequent prolonged and/or irregular hours

Days in Contract: 215

Hours: 8

Pay Grade: AUX 6

Shift Type

Full-Time

Salary Range

\$17.71 minimum - w/o prior school district exp. - up to \$19.46 mid with prior school district exp. / Per Hour

Location

Transportation

Applications Accepted

Start Date

04/25/2018