



JOB TITLE: Transportation Supervisor/Trainer **Wage/Hour Status:** Exempt

Reports To: Transportation Administrator **Pay Grade:** 8

Dept./School: Transportation Department **Date Revised:** November 30, 2016

Qualifications:

Supervise daily activities of bus drivers' vehicle operator's maintenance, route operations, student discipline and school transportation training to ensure proper performance and safety of all student transportation operations.

Education/Certification:

Valid Texas commercial driver's license (Class B)
Certified Texas vehicle safety inspector (*preferred*)
Certified School bus trainer (*preferred*)
High School Diploma or GED

Special Knowledge/Skills:

Ability to direct and supervise personnel and coordinate route operations
Ability to provide required bus driver safety training
Acceptable driving record
Ability to operate bus
Ability to present classes to large groups

Experience:

Five years minimum supervisory experience

Special requirements:

Maintain current Texas commercial driver License
Pass annual criminal record check
Pass annual Texas Department of Public Safety driving record check
Pass annual Texas Department of Public Safety medical examination
Pass drug and alcohol test at any time
Maintain current Texas Educational agency School Bus driver Certificate

Major Responsibilities and Duties:

Route Operations

1. Evaluate routes for safety, timeliness and efficiency
2. Evaluate drivers' performance
3. Insure all personnel adhere to established transportation procedures and district policies.

Student Discipline

1. Supervise the submission of student conduct reports.
2. Maintain a current file of completed Conduct reports.
3. Instruct drivers and students on proper bus discipline
4. maintain a video file for bus cameras
5. Coordinate with schools the proper completion of student conduct reports.

Communication:

1. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.
2. Notify drivers, parents and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
3. Maintain good public relations with students and school personnel.
4. Communicate with students, parents, school staff and community about school transportation issues in accordance with established procedures.

Instruction

1. Provide driving and safety instruction to all transportation employees.
2. Instruct bus drivers on proper route operations.

Operations

1. Assist in obtaining mileage on all bus routes and travel.
2. Assist in maintaining/updating student bus registers, and in conducting scheduled student bus counts.
3. Prepare reports as required by transportation director.
4. Assists route/trip schedules and insure drivers are notified.
5. Assists maintaining logs on communication with personnel regarding confirmations, cancellations and changes.
6. Performs all duties in a safe manner (including any required driving) to avoid injury to oneself and/or to others.

Safety

1. Operate tools, equipment, and machinery according to prescribed safety procedures.
2. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
3. Correct unsafe conditions and report any conditions that are not correctable to a supervisor immediately.

Driving

Operate bus as needed.

Inventory and Equipment

1. Recommend replacement of existing equipment.
2. Assist with annual inventory of physical equipment and supplies.

Other

1. Work irregular hours and respond to after-hours emergency calls as needed.
2. Understand laws and regulations on transportation and safety.
3. Assure all safety guidelines are adhered to in order to avoid any type of injury to oneself or others.
4. Perform other duties as assigned by Supervisor.

Supervisory Responsibilities:

Supervise and evaluate work of assigned bus drivers, bus aides, and other transportation staff assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.