

**JOB TITLE:** Operations Supervisor

**PAY GRADE:** AUX-10

**REPORTS TO:** Operations Manager

**DAYS:** 226

**DEPT/SCHOOL:** Transportation

**STATUS CODE:** 4549

**WAGE/HOUR STATUS:** Non-exempt

**DATE REVISED:** 3/9/18

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**PRIMARY PURPOSE:**

To assist in directing the operation of a designated transportation center in a safe, effective and efficient manner.

**QUALIFICATIONS:**

**Education/Certification:**

- High School Diploma/GED
- Must be able to obtain Texas Association of Pupil Transportation Official Certification
- Must be able to obtain a CDL with P&S endorsements. (Must be able to obtain within 90 days of employment)

**Special Knowledge/Skills:**

- Ability to communicate, direct, and supervise personnel
- Ability to operate and oversee school bus fleet operations
- Ability to communicate effectively with campus principals
- Ability to communicate effectively with students and parents in a conflict resolution setting
- Ability to pass the DOT Physical and complete the Texas School Bus Certification Program
- Must pass randomly administered drug and alcohol tests (a refusal for drug and or alcohol test will be considered an automatic positive)

**Experience:**

- Four or more years Transportation experience
- Experience in school bus fleet operations
- Experience in supervision of personnel
- Experience in school bus routing
- Experience in communicating with parents, students and other school district personnel
- Experience in data systems
- Working knowledge of Microsoft Windows, Office Professional and other various programs (GPS, Routing and Video Software)
- Experience in State and Federal laws regarding the transportation of Special Needs and ESSA qualifying students

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Responsible for overall routing needs of the designated Transportation Center.
2. Responsible for communicating with campuses on Transportation Services.
3. Responsible for assisting in preparation of all required reports.
4. Communicate with parents and investigate associated and projected concerns.
5. Assist in the investigation of accidents involving CISD Transportation vehicles.
6. Responsible for assisting in the design of school bus routes and schedules.
7. Drive a school bus route as needed (meeting the same criteria as a school bus driver).
8. Ability to present information to large groups of employees.
9. Mandatory on call when needed.
10. Work with transportation management, school officials, and patrons to create a safe and effective transportation plan for students.
11. Review incoming requests for safety observations, stop changes, and new stop creations in compliance with district/departmental policies and established best practices.
12. Regular attendance.
13. Maintain confidentially.
14. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Bus drivers and office staff.

**EQUIPMENT USED:**

School buses, telephone (cell phone included), computer, copier, and fax.

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environment Factors:**

Maintain emotional control under stress. Occasional district travel; occasional prolonged and irregular hours.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_