



JOB DESCRIPTION

Job Title Supervisor, Bus Route		Evaluation Type Professional	Department Transportation
Pay Grade 601	FLSA Exempt	Date Revised July 2016	Supervisor Director, Transportation

BASIC FUNCTION & RESPONSIBILITY: Create and maintain efficient, uniform, and consistent transportation routing practices. Supervise bus routing staff and programs.

CHARACTERISTIC DUTIES & RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Management of Administrative, Fiscal and/or Facilities Functions:

- Evaluate and maintain regulations in the area of school bus transportation routing; assist with editing or creating routes; evaluate routes for accuracy and efficiency.
- Manage specialized routing program routing, including but not limited to special education, families in transition, and alternative education campuses.
- Act as the liaison with the District’s routing program vendor; facilitate with Management Information Services (MIS) with maintaining the routing program; train staff on routing program system.
- Assist campuses and departments with assessing route issues.
- Coordinate with Shop Supervisor or Lead Mechanic safe operations of fleet vehicles and grounds.
- Maintain familiarity with changes in statutory laws, and interpret the effects of safety and bus procedure mandates on Transportation operations.
- Assist in monitoring district compliance with laws, regulations, and/or rules related to federal, state, local governmental agencies, and other practical general industry guidelines with regard to employee and transportation issues.
- Coordinate departmental activities with other District offices and administrators and provide assistance to requesting departments.
- Follow District and department policies and procedures.

Human Resources Management:

- Provide direction and guidance to assigned staff.
- Provide input on performance of assigned staff.
- Recognize exemplary performance of assigned staff.

Organization Improvement:

- Analyze critical needs in assigned areas and work collaboratively to implement and improve programs.

Professional Growth and Development:

- Participate in professional development that increases effectiveness and improves District performance.



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School/Community Relations:

- Interface with governmental agencies, business and civic organizations, and the community to provide needed information and to promote the District’s initiatives.

Organization Morale:

- Foster positive morale by participating in team building activities and the decision-making process.
- Communicate and collaborate with campus/department staff to enhance service delivery, program development, and customer satisfaction.

Other Responsibilities:

- Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
- Perform other job-related duties as assigned.

SUPERVISION EXERCISED: Supervise and evaluate the performance of assigned staff.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of applicable Board and district policies and procedures.
- Knowledge of the operation and maintenance of commercial motor vehicles and all laws, regulations, and ordinances governing pupil transportation.
- Knowledge of basic mathematics and statistics, office productivity suites and data entry.
- Knowledge of training practices, regulations, and preparing training materials.
- Skill in the operation and maintenance of commercial motor vehicles.
- Skill in student management techniques, including special needs students.
- Skill in directing and coordinating personnel in duty assignments.
- Skill in training driving skills and teaching classes.
- Skill in preparing, presenting, and reviewing verbal and written information and reports.
- Ability to organize and prioritize work responsibilities.

ENTRY QUALIFICATIONS: High school diploma or equivalent and two years of related experience, including one year in a supervisor capacity. Must meet the district vehicle liability policy requirements and possess a class B commercial driver’s license or commercial motor vehicle permits with P and S endorsements or ability to obtain a valid commercial driver license within three weeks of hire, and Texas Education Agency school bus driver certification. Must pass and maintain a Department of Transportation physical. No greater than 5 points on driving record at time of hire.



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PHYSICAL & MENTAL DEMANDS:

- Maintain emotional control under stress.
- Work with frequent interruptions.
- Operate Class B motor vehicle requiring frequent upper body movement; repetitive use of arms, hands, and fingers to include grasping; primarily right side to operate door opener.
- Reach to clean windshields, adjust mirrors, and open/close windows on a frequent basis.
- Bend, stoop, twist, turn, pull, push, and climb on a frequent basis.
- Sit for extended periods of time.
- Lift and carry up to 80 lbs. from floor to chest and overhead on a continual basis.

ENVIRONMENTAL FACTORS:

- Work is normally performed in a typical interior/office work environment, but may include exposure to driving a motor vehicle or school bus during adverse weather and traffic conditions and under extreme temperatures.
- Work involves exposure to vehicle exhaust, fumes, odors, poor ventilation, and excessive loud noise.
- Work involves working around and with machinery having moving parts.
- Work involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work involves exposure to abusive or uncooperative students.

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.

Employee Name (printed): _____

Employee Signature: _____ Date: _____