

Friendswood Independent School District

Job Title:	Driver Supervisor	Wage/Hour Status:	Non-Exempt
Reports to:	Transportation Director	Pay Grade:	\$16.73-23.43
Dept./School:	Transportation	Duty Days:	226

Primary Purpose:

Help plan and monitor bus driver's ability to operate and service district vehicles. Ensure safe and orderly transportation of students on assigned route. Teach prospective driver's guidelines and procedures for driving a regular education route and special education routes. Monitor bus driver's ability to operate and service district vehicles. Ensure safe and orderly transportation of students on assigned routes. Operate a school bus that transports students and other authorized personnel to and from school or other designated locations. Designate routes to drivers and write routes. Communicate District student management between students, parents, school personnel and community.

Qualifications:

Education/Certification:

- ✓ High school diploma or GED
- ✓ Texas CDL (B) with passenger endorsement (P) and school bus endorsement (S)
- ✓ TEA driver certification
- ✓ Hold or willing to obtain Texas A&M Driver Trainer Certificate
- ✓ Acceptable driving record
- ✓ Ability to read, write and understand English

Special Knowledge/Skills:

- ✓ Required having a thorough knowledge of Federal, State laws rules and requirements peculiar to the operation of a school bus in the State of Texas and Friendswood ISD
- ✓ Demonstrate ability to teach necessary driving skills to others
- ✓ Demonstrate complete physical control and operation of school buses
- ✓ Facilitate positive student management while operating school bus
- ✓ Strong communication, public relations, organizational and interpersonal skills
- ✓ Attend CPR/First Aid Training when available
- ✓ Attend FISSD Special Needs Training Course when available
- ✓ Texas Highway Watch Trainer

Requirement Unique to Position

- Pre-employment physical examination
- Annual physical examination
- Pre-employment drug test
- Random drug test
- Pre-employment State and National criminal background check
- Annual driver's license check
- Maintain Texas CDL (B) with passenger endorsement (P) and school bus endorsement (S)

Districts Expectations:

1. Promote a positive district climate through effective team building, group dynamics, and change strategies
2. Use positive decision making processes for conflict resolution in normal situations as well as difficult circumstances
3. Provide clear and accurate information related to program and district responsibilities
4. Participate in external organizations and/or programs as related to job Assignment.
5. Demonstrate a genuine concern and regard for students, parents, co-workers and supervisors. Treat each person as you would want to be treated under similar circumstances
6. Model ethical standards for staff, colleagues, and community.
7. Maintain high productivity and effectiveness through consistent attendance on the job

Major Responsibilities and Duties

1. In an effective and proficient manner communicate both written and oral instructions to prospective drivers' guidelines and procedures
2. Demonstrate thorough knowledge of SAFETY and skills in school bus operation, inspection and maintenance of school buses; state motor vehicle code and pupil management to current and prospective drivers.
3. Assist drivers in setting up and maintaining paperwork responsibilities in current route and student information, for state reports on regular education routes and special needs routes.
4. Assist drivers in the resolution of route problems.
5. Facilitate the student management process to maintain discipline and follow procedures for positive student management.
6. Assist drivers with student management and in the writing of safety reports.

7. Maintain up-to-date route and student information, for state reports.
8. Provide safe, orderly, timely, and efficient professional transportation services. This includes abiding by all traffic laws and safety regulations for school buses.
9. Maintain safety precautions when students are boarding and departing bus.
10. Maintain discipline and follow procedures for positive student management
11. Based on a need to know, be proactive in learning adapting to each student's special medical, physical, communicative, and emotional needs. Learn each student's name and greet in a positive manner.
12. Follow time card procedures for accurately reporting time worked. Clock in and out on time for meeting morning route requirements. Clock in and out on time of meeting afternoon route requirement's including leaving in assigned afternoon lineup position.
13. Assist in the manual and/or computerized planning and maintenance of bus routes
14. Work with Transportation Dispatcher to maintain records on assigned bus routes and assist bus drivers in setting up bus route folders and bus route notebooks.
15. Perform pre-trip inspection prior to driving the bus. This includes, but in not limited to walking the interior and exterior length of the bus.
16. Perform post-trip inspection prior to leaving the bus. This includes, but is not limited to, walking the interior and the exterior length of the bus.
17. Be responsible for fueling extra bused, never letting the gas gauge go below half a tank
18. Check extra buses for mechanical defects before and after each operation and present work orders for needed repairs
19. Report all accidents, vehicle damage, student injuries and complete reports.
20. Drive any bus route or extracurricular strips as needed.
21. Monitor on special needs routes as a substitute as needed.
22. Operate mobile radio and communicate with transportation center according to procedures. Avoid needless remarks.
23. Maintain required paperwork related to bus route and students transported. This includes, but is not limited to, bus route descriptions, seating charts, odometer readings, child care counts, child care student's names, eligible rider identification/counts, ineligible ride identification cunt and first Wednesday roll calls.
24. Evaluate drivers and monitors on regular and special needs routes.

25. Assist in all transportation monthly meetings
26. Assist in the Annual District School Bus Driver Road-e-o
27. Keep and maintain a notebook pertaining to student discipline, phone calls to parents, contacts with parents, contacts with school personnel, et.
28. Attend transportation meetings.
29. Read and be familiar with the Transportation Department Employee Handbook
30. Perform all other projects and duties as assigned by Transportation Director or Directors' Designee.

Working Conditions:

Physical:

- Operate any Fisd school bus and associated equipment
- Strength to move wheelchair-bound students
- Strength to lift up to 50 pounds
- Daily bending, stooping, climbing, pulling and pushing
- Daily reaching above shoulders
- Daily driving vehicle
- Daily climbing of stairs and ramps, walking, standing and sitting
- Daily sweeping, mopping as needed
- Perform duties in inclement weather
- Demonstrate ability to exit rear door of school bus

Environment:

- Tobacco, drug and alcohol free
- Moving vehicles
- Confined spaces and narrow passageways
- Regular educations students and special education students
- Frequent interruptions requiring effective and positive actions

- Maintain safe and clean work areas
 - Walking on paved and unpaved areas, slippery and uneven surfaces
 - Exposure to: temperature extremes, fumes, gases, dirt, dust, cleaning solvents, grease, oil, illnesses, construction, and loud noises.
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