



**Dallas County
Schools**

Strengthening Education Through Service

JOB OPENING

POSITION: Transportation Supervisor (226 Days)

REPORTS TO: Richardson Area Director

LOCATION: Richardson Service Center

SALARY RANGE: \$30,000 + (Commensurate with Education & Experience)

Position Requirements:

- High School Diploma or equivalent (ex. G.E.D.)
- Meet all qualifications for school bus driver
- Maintain a Commercial Drivers License-Class A or B with P and S endorsement
- Maintain a School Bus Driver Certification
- Current Texas D.O.T. Medical Examination
- Good attendance record
- Clear criminal record and driving record
- Business Management or Supervisory Experience-Transportation Related Experience Preferred
- Exceptional communications, public relations and interpersonal skills
- Thorough knowledge of the Texas Pupil Transportation laws, rules and regulations

Please see attached Job Description:

Last day to apply: January 25, 2012

Address All Application Materials to:
Dallas County Schools - Human Resources Department
612 N. Zang Blvd, Dallas, TX 75208



Dallas County Schools

Strengthening Education Through Service

Job Description

Job Title: Transportation Supervisor

Wage/Hour Status: Exempt

Reports To: Area Director of Transportation

Pay Grade: E 4

Department: Transportation

Date Revised: 3/30/01

Primary Purpose: To monitor and supervise the daily bus driver activities.

Qualifications:

Education/Certification:

High School Diploma or equivalent (ex: G.E.D.)

Meet all state (TEA) qualifications for school bus drivers

Complete at least 30 hours of staff development courses as determined by the Superintendent.

Three years of experience as an assistant supervisor of Transportation.

Qualifications subject to change at the discretion of the Superintendent.

Special Knowledge/Skills:

Exceptional communications, public relations and interpersonal skills.

Thorough knowledge of the Texas Pupil Transportation laws, rules, and regulations.

Major Responsibilities and Duties:

Personal Effectiveness:

1. **Positive Attitude:** Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. **Cooperation:** Works effectively with others.
3. **Dependability:** Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. **Judgement:** Exhibits good judgement in decision making and problem solving.
5. **Initiative:** Recognizes needs of job and suggests ways to improve efficiency and productivity.

Job Specific Responsibilities:

6. Recommends to the area director of transportation the status of programs in support of personnel, equipment, and facilities.
7. Reviews bus routes annually and recommends revisions to the area director of transportation.
8. Complies with local and state regulations in regard to student count and ethnic report.
9. Takes action to ensure all facilities and equipment are kept in good repair, adequate to meet the needs and provide the safe welfare of the students and staff.
10. Reports to the area director of transportation all mileage which does not meet the state guidelines for eligibility.
11. Ensures all parental and administrative complaints are reviewed and action is taken.
12. Reviews annually the district's policy manual with all assigned personnel.
13. Follows an equitable system for assigning extracurricular trips.
14. Provides recommendations to the area director of transportation regarding letter of assurance, discipline, grievances, and other personnel actions.
15. Establishes an equitable system for covering routes and dispatching as needed.
16. Promotes an organizational climate resulting in positive staff morale.
17. Demonstrates success in anticipating, managing, and resolving conflict.
18. Demonstrates sensitivity in dealing with staff and community members from diverse cultural backgrounds.
19. Ensures the staff understands student discipline policies and procedures.
20. Ensures drivers are assigned appropriately to achieve the district's goals.
21. Helps develop and implement a schedule to visit all the campus administrators served.
22. Develops and fosters a good working relationship with principals, teachers, and parents of campuses served.
23. Continuously participates in professional development activities.
24. Responsible for monitoring the cleanliness and refueling of buses after field trips.

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.

Approved by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)