

## TRANSPORTATION SUPERVISOR

GRADE 31

*FLSA Status: Exempt*

### **GENERAL DEFINITION OF WORK:**

Assists the Director of Transportation with planning, developing and implementing pupil transportation services for the school division. Responsible for supervising the daily bus operations, assists in supervising all aspects of the department and ensures procedures and policies comply with all State and Federal laws and guidelines.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Overseeing and participating in the daily operations of pupil transportation.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans and manages the daily bus operations of the department.
- Develops and updates school bus routes for assigned area.
- Oversees all bus and bus route/schedule changes.
- Facilitates an efficient, effective and safe work environment.
- Serves as a point of contact in the dissemination of transportation schedules, policies and procedures.
- Assumes administrative responsibilities during the absence of the Director of Transportation.
- Assists with the preparation, review and delivery of annual performance evaluations for assigned bus drivers and bus aides.
- Responds to school bus accidents and assists the Director in securing the scene, taking photographs and preparing reports.
- Assists in the timely resolution of transportation issues as related to students, parents, bus drivers and other school staff.
- Ensures compliance with DOE regulations.
- Conducts a thorough and ongoing evaluation of assigned Lead Drivers, bus drivers and bus aides performance.
- Coordinates bus evacuation drills as required.
- Assist the Director in planning and coordinating staff development and training programs.
- Adheres to guidelines of confidentiality as outlined in Federal and State laws and School Board policies and procedures.
- Maintains a record of appropriate attendance and punctuality.
- Actively pursues professional growth activities.
- Complies with all district and school policies and regulations.
- Checks road conditions as necessary during inclement weather.
- Maintains knowledge of computer operations and software appropriate to bus routing.
- Requests substitutes as required.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of safe transportation principles, practices and procedures; thorough knowledge of the Federal, State, and Local laws, rules and regulations pertaining to the operation of school buses; knowledge of the local street and road system of Fauquier County; knowledge of computer operations; ability to supervise others; ability to work independently; ability to present ideas effectively orally and in written form; ability to maintain technical records; ability to establish and maintain effective working relationships with school personnel and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and experience in school bus fleet operations and management.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and visual inspection involving small defects and/or small parts and observing general surroundings and activities.

### **SPECIAL REQUIREMENTS:**

Possession of or ability to obtain, within six months of employment, a commercial driver's license with a school bus certification valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.