

**POSITION TITLE:** Street Supervisor

**QUALIFICATIONS:** High school diploma or its equivalency. Extensive knowledge and experience in the safety and efficient operation of a school bus fleet having established routes in the Richmond, Virginia geographic area; or an equivalent level of training and experience. Considerable knowledge of State motor vehicle code as it applies to school buses and of safety precautions and measures appropriate for the loading, conveyance and unloading of school bus passengers. Must have the ability to communicate with and work in a collaborative and cooperative manner with bus operators, coworkers, supervisors and school administrative staff and central office staff. Necessary Special Requirements: Possession of a valid Class B Virginia Commercial Driver's License with S and P endorsements, or ability to obtain such a license within 90 days of employment.

**PERFORMANCE EXPECTATIONS:** Monitors all school bus activities within a designated area and maintains records on schedule performance. Observes vehicle operations, makes spot checks of buses for proper safety equipment and cleanliness and checks vehicle credentials. Identifies bus routes where problems may appear and contact scheduling personnel for necessary corrections. Observes situations affecting traffic conditions such as traffic direction changes, construction work, parking situations, emergencies, etc. Advises transportation office personnel at respective operating locations of traffic conditions. Assists bus operators in the event of vehicle breakdown, student misbehaving or equipment malfunctions on the street. Confers with school administrators, staff and garage personnel. Advises the Director of Pupil Transportation or designated representative on matters relating to the overall performance of the school bus fleet. Investigates accidents and complaints from parents, school district administrators and the general public in regards to transportation services. Acts as a troubleshooter to expedite service and maximize safety for assigned school buses. Performs other related duties as assigned.

**GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK:** Work is typically performed between an office setting and/or a department vehicle. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Work requires fingering and repetitive motions. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data. Employee may be exposed to adverse indoor or outdoor environmental conditions.

**REPORTS TO:** Safety Trainer

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 116

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Non-exempt