

POSITION TITLE: Supervisor Transportation

QUALIFICATIONS: An Associate's Degree and a minimum of one year of supervisory experience are preferred. A minimum of three years of experience in pupil transportation or a related transportation management position in an urban public school system with geographically dispersed schools preferred. Excellent communications, organizational, motivational and public relations skills are essential. Must be able to train, coach and motivate assigned bus operators and bus monitors to meet established performance expectations. Must possess the ability to effectively communicate transportation policy and procedures to bus operators, bus monitors, school administrators, students and stakeholders. The ability to effectively plan, schedule and supervise the work of assigned transportation staff is critical. Must have knowledge of the street networks to assess the efficiency of bus routes and make corrections to bus routes. A working knowledge of Federal, State and local rules, regulations and laws pertaining to pupil transportation is required. **Necessary Special Requirements: *Must possess 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 and pass applicable physical examination. Must be able to work a flexible work schedule with nonstandard hours.***

PERFORMANCE EXPECTATIONS: Identifies problems independently, makes decisions and weighs risk factors. Prepares work assignments and related payroll records for assigned bus operators and monitors. Assigns and monitors field trips, athletic and activity runs for schools assigned to the division. Ensures that assigned bus operators and monitors attend mandatory training. Recommends other training and assists in the presentation of scheduled training. Monitors and enforces the provisions of the disciplinary program as specified in the Transportation Policy and Procedures Manual. Trains, coaches, motivate, and evaluate all assigned employees. Assisting the route planners in designing school bus routes/schedules by providing actual route information ensuring that the routing software and student assignment files match the actual bus runs. Supervises all aspects of operator maintenance on school buses within the division to include pre-trip and post trip inspections. Ensures that all buses are maintained within established cleanliness standards. Acts as a liaison and initial point of contact for school principals and other administrators serviced by the respective bus division. Investigates accidents, incidents, complaints and vehicle malfunctions and prepares necessary reports as well as notifying the dispatcher, building administrators, parents, and central administrative personnel. Periodically makes visits to schools to insure that proper loading and unloading procedures are followed. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work in the supervision of bus operators and monitors. Work requires the exertion of up to 10 pounds of force occasionally. Work requires vocal communication for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data.

REPORTS TO: Director Transportation

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 121

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt