San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

JOB TITLE:	Transportation/Safety Supervisor	**EXEMPTION STATUS**: NON EXEMPT	
Reports to:	Director of Transportation	**PAY GRADE**: 8	
Works with:	Students/District Personnel	**DAYS**: 226	
DEPT/SCHOOL:	Transportation Department	**DATE**: 06/17/2020	

Primary Purpose:

Assist in the management and daily functions of the Transportation department. Ensures the safety of all passengers including special education and ensuring all drivers are properly trained to meet safety guidelines.

Prerequisites:

1. High School Diploma or GED;
2. Clear and valid Texas Commercial Driver's License with passenger (P) and school bus (S) Endorsements
3. Minimum of five years' experience as a school bus driver and school bus safety operations

Major Responsibilities and Duties:

1. Ability to effectively direct and manage personnel
2. Ability to effectively follow and give written and verbal instructions
3. Ability to read and understand documents including policies, guidelines and procedure manuals
4. Proficient Map Skills
5. Ability to use Computerized routing system
6. Ability to Pass alcohol and drug tests including the DOT exam
7. Effective and professional organization; communication and interpersonal skills
8. Ability to serve as a department role model
9. Ability to train peers and manage student behavior
10. Assist in supervision of departmental employees in the absence of the Director
11. Assist with the delivery of transportation services for students and ensure that they are picked up and arrive safely on time in accordance with Texas Education guidelines.
12. Communicate changes in routes and scheduling to campuses and the public when warranted.
13. Enforce Safety standards that conform to state, federal and insurance regulations.
14. Train drivers on district policy, state and federal regulations, school bus operations, student management and vehicle maintenance procedures.
15. Train drivers on the operation of school bus equipment; special needs equipment.
16. Plans all training needed for drivers to safe routes and transportation of student bus riders.
17. Respond to emergencies as needed;
18. Assist in reporting and investigating school bus accidents and student safety violations.

19. Prepare, process and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers, scheduling of driver certifications and testing as needed.
20. Coordinate and schedule all summer school routes
21. Assist in the assignments of bus drivers to routes and assigned substitutes as needed
22. Assist in overseeing preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
23. Assist in assessing road conditions and hazardous conditions to administration about inclement weather conditions that may result in delayed starts or the closing of schools.
24. Regular and reliable attendance is an essential job function.
25. Any other duties as assigned

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate a school bus, two-way radio, safety equipment, Versatrans Routing Software, SEON Camera Software & Devices, E-LINK, Bee Hive Software, Student Conduct Software, Radio Communication equipment, GEOTAB software, standard office equipment, including personal computer, peripherals and intercom system.

Posture: Prolonged driving or sitting; occasional bending/stooping, pushing/pulling and twisting

Motion: Prolong driving or sitting; moderate walking, frequent climbing stairs, grasping, squeezing, wrist and shoulder flexion/extension, and reaching.

Lifting: Occasional light and or up to 50 lbs. of lifting

Environment: Frequent exposure to extreme hot and cold temperatures, noise, vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours.

Mental Demands: Maintain emotion control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____