



Job Title: Bus Supervisor II

Supervisor: Executive Director of Transportation Services

Terms of Employment: 220 days

Job Summary:

Coordinate licensed bus drivers to maintain a safe and efficient transportation system. Establish routes through the use of routing software. Be proficient in all computer programs relevant to transportation. Create and sustain a positive working environment.

Essential Duties:

1. Meet the student transportation needs of the respective attendance areas.
2. Establish and maintain routes to meet state guidelines.
3. Maintain accurate bus route descriptions, student rider rosters and seating charts for each individual bus route.
4. Be proficient in Microsoft Word, Microsoft Excel, Microsoft Access, routing software, PowerSchool, PeopleSoft, GIS program and Google Suite.
5. Recruit and supervise drivers for assigned schools.
6. Coordinate safety programs according to state and district guidelines.
7. Schedule application routes such as child development, mid-day kindergarten, gifted and talented vocational and other special programs.
8. Coordinate transportation for all field trips for the schools located within the assigned attendance area.
9. Submit reports to the Transportation Department as required.
10. Coordinate resolutions of discipline problems occurring on buses with the appropriate school administrator.
11. Act as liaison with parents for complaints and special requests with school and District Administrators.
12. Coordinate and manage school activity buses assigned to their attendance areas.
13. Conduct monthly meetings with drivers to ensure compliance with state laws and regulations and school board policies governing school bus transportation.

Other Duties:

Perform additional duties deemed appropriate by the Executive Director of Transportation Services.

Job Specifications:

Performance of this job will be evaluated annually on accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):



1. Associates Degree or equivalent or meet the NCLB requirements for a paraprofessional. Equivalency should include three (3) years' experience in student transportation management.
2. Qualified to obtain Commercial Driver's License with School Bus Endorsement.
3. Willingness to become thoroughly knowledgeable of the highways and roads in assigned attendance area.
4. Be proficient in Microsoft Word, Excel and Access.
5. Strong problem solving and organizational skills.
6. Ability to work with students, teachers, administrators, police and parents.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 115

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.



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