



Job Title: Transportation Supervisor Assistant

Supervisor: Transportation Supervisor

Terms of Employment: 200 days

Job Summary:

Assist the Transportation Supervisor with coordinating licensed bus drivers to maintain a safe and efficient transportation system. The assistant must be available to drive any bus route in the event of driver's absence or vacancy to prevent doubling routes. Be proficient in all computer programs relevant to transportation.

Essential Duties:

1. Assist the Transportation Supervisor in meeting the student transportation needs of the respective attendance areas as instructed by the Transportation Supervisor.
2. Assist the Transportation Supervisor in maintaining accurate route descriptions, student lists, and seating charts for each route if deemed necessary by the Supervisor.
3. Be proficient in Microsoft Word, Microsoft Excel, Microsoft Access, Arc View Mapping, Power School, and PeopleSoft.
4. Assist the Transportation Supervisor with the daily operation of the Transportation Department which mainly includes driving a school bus due to vacancies or driver absences.
5. Other assignments deemed appropriate by the Transportation Supervisor.
6. The Assistant Supervisor must be available to drive any bus route or ride as a monitor in the event a driver is absent or due to the shortage of licensed drivers in the area to prevent doubling routes when necessary.

Other Duties:

Perform additional duties deemed appropriate by the Transportation Supervisor.

Job Specifications:

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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School Diploma and three (3) years' experience in student transportation.
2. Qualified to obtain Commercial Driver's License with School Bus Endorsement and State School Bus Certificate.
3. Must obtain or possess a Class B Commercial Driver's License with Passenger and School Bus endorsements and a South Carolina School Bus Certificate and maintain all physical requirements and pass a Department of Transportation Physical Examination. The Assistant Supervisor must



also be drug and alcohol free and participate in Horry County Schools & Department of Transportation drug testing program.

4. Willingness to become thoroughly knowledgeable of the highways and roads in the assigned attendance area.
5. Be proficient in Microsoft Word, Excel and Access.
6. Strong problem solving and organizational skills.
7. Ability to work with students, teachers, administrators, police and parents.
8. Background in Student Transportation.

Physical Requirements:

The physical demands are representative of those that may 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 hand 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, both 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: 108

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.

Revised 1-8-2026