

Job Description

Job Title: Area Transportation Supervisor

Position Code:

Job Classification: Exempt

Supervisor: Supervisor of Transportation

Pay Grade: 36

Contract Length: 245 Days

Job Summary

Position is responsible for supervising 70 – 80 bus drivers and assistants; providing support to assigned schools and geographic areas; acts as the Transportation liaison with schools; responds to bus accidents or severe discipline issues; supports Transportation Annual Road-E-O and recognition celebrations; enforces safety and Transportation best practices; acts as the Transportation Supervisor in his/her absence.

Essential Duties

1. Position is responsible for providing leadership, operation support, and organization of the daily activities of assigned transportation compound, schools and geographic area.
2. Manages the Summer Enrichment Program, regular Summer School and athletics.
3. Tracks status and location of spare buses, and assigns bus parking slots. Enforces bus lot rules.
4. Does scheduling, routing, and bus assignments for all SPED routes.
5. Assist parents and school administrators in resolving daily problems and concerns.
6. Evaluates performance of assigned bus drivers, bus assistants, key drivers, and area key drivers twice a year.
7. Verifies and approves driver hour and timesheets for payroll weekly.
8. Operates office computer with EDULOG, Issue TRAK, Field Trip Manager, TAA, GPS, Camera Systems and office software.
9. Reviews and approves bus drivers, bus runs and bus routes prior to start of school year.
10. Plans and conducts student evacuations and bus evacuations training for assigned schools.
11. Interviews, hires, and trains all bus assistants,
12. Spot checks all buses to include special education buses for proper securing of wheel chair, harnesses and chair seats.
13. Investigates and resolves driver/student discipline reports.
14. Resolves and documents customer service support complaints for his/her lot, school, employee or geographic area.
15. Ensures that all runs in his/her area are covered, run on time, and that resources are not being wasted.
16. Establishes and maintains a book of schedules for assigned schools in designated areas.
17. Ensures that drug testing requirements are enforced, both random and post-accident.
18. Models nondiscriminatory practices in all activities.
19. Responsible for investigating all bus and white fleet accidents for the entire Newport News Public School.
20. Plans, coordinates and ensures that bus route and bus stops audits are conducted to standard as required and documented.
21. Maintains enforces and develops all safety and training standards.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs other related duties as assigned by Supervisor and Director.
2. Provides 24 hour on call coverage in rotation with other supervisors to ensure response after normal business hours.
3. Assigned to a road assessment team that is responsible for evaluating the road conditions in inclement weather.
4. Assists the Human Resources department with recruiting, selecting, and maintaining an authorized level of bus drivers and attendants.
5. Responsible for maintaining security contract (including scheduling hour and approving invoices).
6. Works with city EOC to manage transportation assets in support of emergency situations.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree (or equivalency) and experience as a school bus driver or any combination of education and experience that would provide the necessary leadership, knowledge and /or management positions a strong plus. Must possess the ability to organize, lead and supervise a transportation compound and area. Must be able to work with principal, school staff and communicate effectively both verbally and in writing. Previous work in a dispatcher capacity is a plus. Must have a thorough understanding of school transportation operations, safety, routing concepts and their applications. Must possess demonstrated leadership, organization, human relations, and communications skills. Must possess a valid Virginia Driver’s License and be willing to acquire a CDL with requisite school bus endorsement.

Working Conditions & 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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. The noise level in the work environment is usually moderate.

Supervision Exercised: Bus Drivers, Bus Assistants, Key Drivers, and Area Key Drivers

Supervision Received: Supervisor of Transportation & Director of Transportation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Area Transportation Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Transportation/Director of Transportation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date