



**TRANSPORTATION AREA SUPERVISOR**

**GENERAL RESPONSIBILITIES**

The position is responsible for facilitating the safe and efficient operation of school bus transportation.

**ESSENTIAL FUNCTIONS**

(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.)

- Resolve conflicts between drivers/drivers, drivers/parents, drivers/administrators, drivers/students. Conduct meetings with school bus drivers, parents, and administrators.
- Evaluate routes and pupil stops for safety and efficiency.
- Promote public relations with schools and community.
- Tabulate student counts and busloads for the Virginia Annum State Report and daily efficiency.
- Administer the placement of school bus drivers.
- Monitor road and weather conditions in inclement weather.
- Evaluate school bus parking locations.
- Handle student discipline on school buses.
- Confer with parents and citizens concerning pupil transportation issues.
- Responsible for reporting incident reports regarding Workman's Comp.
- Distribute and audit the Time and Mileage Report.
- Prepare and conduct driver in-service meetings.
- Respond to and investigate school board vehicle incidents and crashes.
- Drive a school bus in time of driver shortages.
- Coordinate the use of video cameras.
- Create and maintain school bus routes.
- Perform inspection of school bus for cleanliness and proper, legal elements.
- Provide input to Budget Process.
- Review and analyze school board proposals as to changes in operating hours, school openings, etc. Work as liaison with traffic engineering on road closures.
- Remain current on state and federal regulations and upgraded computer technology.
- Perform related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles and practices of school transportation; comprehensive knowledge of the hazards and safety precautions of large scale operations; comprehensive knowledge of business practices applicable to transportation; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates, parents and the general public.

**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor's degree.

**Preferred:**

Considerable experience in school bus management.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, fingering, and driving. Occasional walking, standing, bending, climbing, grasping, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid Virginia Commercial Driver's License.  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00, 7/20
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