

Job Description

Job Title: Area Transportation Supervisor
Special Education

Position Code: 1E04, AE04

Job Classification: Exempt

Supervisor: Coordinator
Planning & Special Education

Pay Grade: 29

Contract Length: 245 Days

Job Summary

Position is responsible for planning and implementing training to special education drivers and employees; ensures Transportation Department is in compliance with all Federal and State laws for transporting special education students.

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. Responsible for the operational management of the Summer Enrichment Program, regular Summer School and athletics.
3. Acts as the Coordinator Planning & Special Education in his/her absence.
4. Assigns drivers to bus routes. Responsible for tracking status and location of spare buses, and assigns bus parking slots. Enforces bus lot rules.
5. Assist parents and school administrators in resolving daily problems and concerns.
6. Evaluates performance of assigned bus drivers, bus attendants, and key drivers.
7. Verifies and approves driver hour and timesheets for payroll.
8. Operates office computer with EDULOG or Transportation Information System software (TIS), Field Trip Manager and office software.
9. Reviews and approves bus drivers, bus runs and bus routes prior to start of school year.
10. Responsible for checking assigned area's road and bridges, in the very early morning hours, during inclement weather and report assessment to the Coordinator of Planning & Special Education.
11. Plans and conducts student evacuations and bus evacuations training for assigned schools.
12. Supports driver and attendant training to include specialized training for special education drivers and attendants.
13. Spot checks special education buses for proper securing of wheel chair, harnesses and chair seats.
14. Investigates and resolves driver/student discipline reports.
15. Responsible for quickly resolving and documenting customer service support complaints for his/her compound, school, employee or geographic area.
16. Responsible for ensuring that all runs in his/her area are covered and for ensuring that all buses in his/her area run on time.
17. Responsible for ensuring that all runs and routes are efficient and that the resources are not being wasted. Establishes and maintains a book of schedules for assigned schools in designated compound and area. Ensures that Area Key Driver has a copy.
18. Plans, coordinates and ensures that bus route and bus stops audits are conducted to standard as required and documented Recommends changes regarding safety and route compliance to the Coordinator of Operations for his/her area.
19. Responsible for maintaining and enforcing all safety and training standards.
20. As a last resort, drives a school bus to cover critical areas.
21. Verifies that assigned drivers as qualified to drive at the beginning of the school year and on a case-by-case basis as needed during the school year.
22. Plans, implements and operates all aspects of summer school bus transportation and all associated issues to include payroll.
23. Monitors and manages special education radio frequency.
24. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs other related duties as assigned by Coordinator of Planning & Special Education or appropriate

administrator.

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 an associates 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, organizational, human relations and communications skills. Must be capable of properly using the telephone and two-way radio. Must possess a valid Virginia Driver’s License and CDL with a good driving record.

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, stoop, climb stairs, walk and 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 to loud.

Supervision Exercised: Bus drivers and bus attendants

Supervision Received: Coordinator, Planning & Special Education

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, Special Education will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator, Planning & Special Education or appropriate administrators. 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

Revised 6/10 (BB)