

## Job Description

**Job Title:** Supervisor of Transportation

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Executive Director of Transportation

**Pay Grade:** 46

**Contract Length:** 245 Days

### Job Summary

Position is responsible for managing, coordinating, supervising, and evaluating all aspects of the daily operations of a large public school transportation system comprised of a large number of employees, routes and field trips annually. This position ensures compliance with School Board Policy, federal, state, and local regulations regarding pupil transportation. In the absence of the Director this position assumes the responsibility for Pupil Transportation.

### Essential Duties

1. Resolves citizen, parent, school staff and employee concerns according to policy and procedure in a timely manner.
2. Implements School Board policies pertaining to pupil transportation.
3. Develops and administers department policies.
4. Keeps abreast of new information, regulations and other changes affecting pupil transportation.
5. Conducts research, analysis and preparation of reports and briefings for the Executive Director.
6. Maintains updates and develops crisis, disaster recovery and COOP implementation plans.
7. Manages the Apprenticeship Training Program for Pupil Transportation.
8. Recruits, trains, and supervises all transportation personnel and make recommendations on their employment, transfers, promotions, and release.
9. Attends professional meetings, seminars, and workshops.
10. Establishes and maintains open and clear lines of communication with appropriate departments, organizations, and the public.
11. Supports a cooperative relationship with the appropriate law enforcement agencies.
12. Investigates accidents involving School Board vehicles.
13. Supervises special needs transportation, the Master Scheduler and the dispatch function, the department's accident, drug and alcohol control programs in accordance with federal, state and local laws.
14. Assists the Executive Director of Transportation with conducting a continuing study of transportation policies, programs, and practices; and recommends new approaches and procedures to effect improvements in the efficiency of the department and services performed.
15. Chairs key department committees designed to address issues, safety concerns and to ensure that Pupil Transportation remains responsive to employee, staff, and citizen needs.
16. Maintains, update and provide training to departments for weather emergencies and crisis management. Leads the inclement weather evaluation team and provides results of evaluation and team recommendations to the Executive Director.
17. Evaluates programs, such as safety, using techniques such as unannounced audits in the field to ensure compliance with policy, procedures and safety initiatives.
18. Assists the Executive Director in the preparation of the State Report, budget and any other reports as required.
19. Writes grant proposals as required.
20. Tracks employee attendance and manages employee leave requests, overtime, sick leave and FMLA requests.
21. Models nondiscriminatory practices in all activities.

(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 any other related duties as assigned by the Executive Director of Transportation or other 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 be a self-motivated leader with excellent supervisory skills required. Master’s Degree preferred. Must possess a Bachelor’s Degree and five years or more of logistics, and management experience in a supervisory capacity, preferably in a bus transportation operation for a medium to large school system or the equivalent level in other government transportation. Must understand systems thinking and the importance of communicating essential information to employee training. Familiarity with automated routing systems or large enterprise automated systems. Must possess knowledge of, or the ability to accurately and quickly learn, school bus loads, routes, schedules, and Newport News City roads. Must be proficient with Microsoft Office especially Word and Excel. Must be able to create PowerPoint briefings that are short and informative to be presented to senior management, School Board Members and the general public. Having experience in or being able to use basic math statistical functions in order to summarize data in a useful and meaningful format. Experience briefing executive level management. Must have a valid Virginia driver’s license.

**Working Conditions & Physical Requirements**

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 to loud.

**Supervision Exercised:** Transportation Supervisors & Schedule Specialist, other assigned staff

**Supervision Received:** Executive 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 Supervisor of Transportation will be required to follow any other instructions and to perform any other related duties as assigned by the Executive 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