



Assistant Transportation Supervisor

JOB DESCRIPTION

The Assistant Transportation Supervisor, under the direction of the Transportation Supervisor, assumes the duties and responsibilities as related to supervising and training personnel, as well as, dispatching, routing, and scheduling buses. Also, manages the day to day operation of the Transportation Department and is the first line of supervision for drivers and monitors.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Bachelor's degree preferred
- Current Texas School Bus Driver Certification, and/or enrolled in next available course offered by Region 20 Service Center
- Commercial Driver's License (CDL)

KNOWLEDGE, SKILLS, EXPERIENCE, AND ABILITIES

- Five years experience in school transportation preferred
- Knowledge of computer skills, word processing, spreadsheets, Kronos, Transfinder, etc.
- Ability and experience as a certified bus driver
- Ability to supervise and work with Transportation personnel
- Experience in the field of fleet management

DUTIES AND RESPONSIBILITIES

1. Assists in scheduling buses and drivers; both regular and special education routes
2. Assumes responsibility for the review of time cards to monitor hours to insure the efficient distribution of man hours.
3. Oversees the assigning and scheduling of buses for extra curricular trips
4. Assists in handling calls from parents and school administrators that have concerns with transportation
5. Assumes the responsibilities of coordinating all bus driver and/or student driver problems with the Transportation Supervisor
6. Assures that all drivers have seating charts and accurate Master Rosters
7. Assist the Routing Department in conducting the state monthly mandated student count
8. Makes regular inspections of buses for cleanliness and possible vandalism
9. Monitor student loading and unloading at school campuses to ensure the safety of the students
10. Assists in formulation of updating and revising routes proposed to improve transportation service
11. Responds to emergency calls from bus drivers on extra-curricular trips after regular duty hours
12. Assures that drivers have current route descriptions and student emergency cards for each passenger on the bus
13. Assists in coordinating the Transportation Department video library
14. Oversee the driver/monitor training program
15. Review all student disciplinary reports to insure there accuracy
16. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PO2

WORK DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*