



Transportation Supervisor

JOB DESCRIPTION

The Transportation Supervisor, under the direction of the Coordinator of Transportation, assumes the duties and responsibilities as related to supervising and training personnel, as well as dispatching, routing, and scheduling buses. Also, is the contact person between the Human Resources Department and the Transportation Department.

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, ABILITIES, AND EXPERIENCE

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

DUTIES AND RESPONSIBILITIES

1. Assists in scheduling buses and drivers on both regular and special education routes
2. Assumes responsibility to review time cards and leave forms for Payroll and Human Resources
3. Oversees the assigning and scheduling of buses for extra curricular trips
4. Compiles weekly student counts for all bus routes
5. Assists in handling calls from parents and school administrators that have concerns with transportation
6. Assumes the responsibilities of coordinating all bus driver and/or student driver problems with the Director of Transportation
7. Makes regular inspections of buses for cleanliness and possible vandalism
8. Assists in formulation of updating and revising routes proposed to improve transportation service
9. Responds to emergency calls from bus drivers on extra-curricular trips after regular duty hours
10. Assists the Director of Transportation with state and federal transportation reports
11. Assures that drivers have current route descriptions and student emergency cards for each passenger on the bus
12. Obtains supervisory certification for the Federal DIT-Drug and Alcohol Program
13. Assists in coordinating the Transportation Department video library bus driver training program
14. 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.

**Transportation Supervisor
Page Two**

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 GRADE: PO4

NUMBER OF 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*