



Job Title: Transportation Route Supervisor

Exemption Status/Test: Non-Exempt

Reports to: Operations Supervisor

Date Revised: April 2021

Dept. /School: Transportation

Primary Purpose:

To ensure the safe and efficient transportation of students by building, coordinating, maintaining routes, and managing the effectiveness of drivers.

Qualifications:

Education/Certification:

Required:

High School diploma or GED
Clear and valid driver's license with CDL certification and P and S endorsements
Satisfactory annual driver's license and criminal history check
Satisfactory DOT health examination, drug and alcohol test
School Bus Driver Safety Training Certificate
Successful completion of all state and local training courses
Must be at least 21 years of age

Experience:

Required:

Minimum five (5) years' successful experience as a certified school bus driver

Preferred:

Two (2) years supervisory experience
Two (2) years routing experience

Special Knowledge/Skills:

Effective communication skills (e.g., telephone, two-way radios, written, etc.)
Ability to verbally interact with staff, parents, and the public in a positive manner
Ability to work under pressure and prioritize effectively while maintaining composure and responding in an appropriate manner
Ability to quickly gain knowledge of a variety of computer-based programs to facilitate job responsibilities
Maintain confidentiality of information
Ability to receive and give written and verbal instructions effectively
Ability to read and understand documents including policies and procedures manuals
Proficient map reading skills
Ability to effectively perform as a substitute driver or bus aide as needed
Proficient skill sin operating a personal computer, utilizing Microsoft Office applications, Google, Internet maps, and basic Internet navigation
Capable of responding in emergency situations
Ability to attend professional development classes as assigned

Major Responsibilities and Duties

1. Coordinate and maintain all bus routes as assigned.
2. Coordinate route additions and updates with Route Specialists.
3. Supervise route drivers and monitors as assigned.
4. Instruct drivers as to their routes and schedules.
5. Maintain written record of meeting with drivers to discuss performance issues and rule violations.
6. Investigate and resolve parental complaints and concerns.
7. Request and review bus videos as needed.
8. Perform as sub driver, monitor, or dispatcher as needed.
9. Follow all rules and directives for bus drivers and aides when substituting on a route.
10. Utilizing the Compass Routing Software, assign students to bus stops, create bus routes, and design routes that are efficient, safe, and follow district routing guidelines.
11. Prepare bus route Stop Sheets and maps for assigned routes.
12. Maintain current and accurate route information in Compass Routing system, and paper route files.
13. Record, copy, file, and distribute route information, instructions, bulletins, notices, memos, and messages to staff and drivers as needed.
14. Notify driver, students, and parents of any changes in the student's route such as pick-up location and time, drop-off location and time.
15. Conduct an annual evaluation of the drivers' performance as assigned.
16. Answer, document, and route internal and external telephone calls.
17. Monitor, document, and respond appropriately to emergency calls and situations.
18. Attend and assist with drive in-service as assigned.
19. Assist with routing McKinney-Vento program as assigned.
20. Recommend route and driver changes as necessary.
21. Assist in coordinating and routing after-school, Intercession, and summer school programs as assigned.
22. Assist with student count for local and state reports.
23. Perform other duties as assigned by supervisor.

Supervisory Responsibilities:

Supervise bus drivers and monitor as assigned.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals; school bus operation; safety equipment; fire extinguisher; and radio communication equipment

Posture: Ability to sit for prolonged periods of time, occasional bending/stooping, pushing, pulling, and twisting

Motion: Prolonged sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Environment: Frequent prolonged and irregular hours; rotate early and late shift work as assigned; work outside and inside with moderate exposure to extreme temperatures and weather conditions

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.