



Job Title: Transportation Field Trip 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 and staff to all extra-curricular activities.

Qualifications:

Required

Education/Certification:

High school diploma or GED

Satisfactory annual driver's license and background check

Experience:

Minimum of five (5) years; successful experience in school bus transportation-related activities and/or in the coordination of transportation for special events using transportation management system(s)

Experience in transportation and safety best practices

Preferred

Experience:

Must be at least 21 years of age

Clear and valid Driver's license with CDL certification and P and S endorsements

Special Knowledge/Skills:

Effective communication skills (i.e., telephone, two-way radios, written, etc.)

Proficient in Compass Field Trip Software or other field trip software

Ability to work under pressure as workload is deadline driven

Ability to verbally interact with staff, parents, and the public in a positive manner

Ability to multi-task in a high-pressure environment

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

Ability to pass annual and random Department of Transportation physical/drug and alcohol testing

Proficient map reading skills

Ability to effectively perform as a substitute bus aide as needed

Proficient skills in operating a personal computer utilizing Microsoft Office applications, Google, Internet maps and basic Internet navigation

Capable of responding in emergency situations

Ability to physically perform front and rear door bus evacuations

Ability to attend professional development classes as assigned

Major Responsibilities and Duties:

1. Coordinate all bus requests from campuses and departments for all extra-curricular trips.
2. Manage field trip planning software program.
3. Supervise field trip drivers as assigned.
4. Responsible for assignment of drivers for all field trips.
5. Responsible for timely and accurate billing of field trips.
6. Provide maps and directions to all drivers for extra-curricular trips as needed and establish safest pick-up/drop-off locations for students.
7. Maintain records of all field trip requests and driver assignments.
8. Assist in completing reports for district and TEA filing.
9. Provide extra-curricular trip lists to the Director, Assistant Director, dispatcher, and vehicle maintenance.
10. Maintain written record of meeting with drivers to discuss any rule violations and complaints.
11. Investigate and resolve complaints/concerns.
12. Request and review videos as needed.
13. Assist in dispatch as needed.
14. Maintain a constant line of communication between the transportation department, shop, schools, departments, and administrative offices.
15. Collaborate with lead trainer to maintain a district-approved driver list.
16. Follow all rules and directives for bus drivers/aides when substituting on a route.
17. Conduct an annual evaluation of the drivers' performance as assigned.
18. Answer, document, and route internal and external telephone calls.
19. Monitor, document, and respond appropriately to emergency calls and situations.
20. Attend and assist with driver in-service as assigned.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities:

Field trip drivers as assigned.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher; radio communication equipment; Compass Software

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: Moderately prolonged and irregular hours; 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.