



EMPLOYEE NAME: _____

Revised: 7/85; 2/86; 9/92; 3/93; 5/93; 8/93; 11/94; 5/95;
 2/96; 9/91; 6/00; 4/05; 9/01; 11/09; 12/10; 1/11; 4/11;
 10/12; 02/16; 12/16; 6/18; 5/19

JOB DESCRIPTION

POSITION TITLE: Area Supervisor, Transportation	JOB CODE: 464A
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Transportation	WORK DAYS: 238
REPORTS TO: Associate Director of Transportation	PAY GRADE: Rank G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises all areas of transportation services and personnel in assigned area; assists with administering departmental transportation services for the system as needed.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree from an accredited institution or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid Georgia Driver’s License
3.	Experience: 5 years of experience in pupil transportation or a related field; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization; basic computer skills including but not limited to Word, Excel, and PowerPoint; a basic understanding of Routing and Telematics software

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; work hours may vary during the school year.
2.	Supervises personnel in assigned area and operations of designated bus routes in the system.
3.	Investigates accidents occurring on assigned routes; provides written reports and recommendations to correct related problems.
4.	Coordinates route and stop information in routing software; assures dissemination of information regarding said routes.
5.	Inspects the road conditions of bus routes and makes recommendations for route corrections and/or school closings.
6.	Reviews qualifications and makes recommendations for employment/termination.
7.	Recommends probable cause drug/alcohol testing for school bus drivers and/or school bus monitors to Associate Director.
8.	Recommends supplemental training for school bus drivers and/or school bus monitors.
9.	Reviews employee attendance and counsels employees with a history of attendance problems.
10.	Conducts annual evaluation for assigned personnel according to established procedures; assist as needed with and reviews Field Coordinators’ evaluations of drivers and/or monitors.
11.	Maintains all documentation regarding any compliments, concerns, or issues involving employee performance.
12.	Applies graduated discipline to assigned personnel as needed; trains and supervises Field Coordinators in graduated discipline with drivers and/or monitors.
13.	Coordinates with Field Coordinators and office assistants the review and verification of bi-weekly and/or monthly time cards and attendance.

14.	Coordinates bus run assignments with dispatch to ensure route coverage.
15.	Serves as a liaison between Executive and Associate Director, School Administrators, and/or Field Coordinators.
16.	Makes recommendations to School Administrators regarding campus loading, unloading, and parking locations.
17.	Attend staff, school, and any other meetings regarding transportation issues as required.
18.	Ensures return of all calls; follows up to assure problems and concerns are addressed in a timely manner.
19.	Assists with the planning, setup, and execution of the Department's annual Road-e-o skills competitions.
20.	Maintains cordial relations with all stakeholders in the community.
21.	Informs Associate Director of any departmental issues.
22.	Provides district budget requests to the Executive Director.
23.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____