



Job Title: Operations Supervisor

Exemption Status/Test: Non-Exempt

Reports to: Director of Transportation

Date Revised: October, 2015

Dept. /School: Transportation Department

Primary Purpose(s):

Supervise route supervisors and route drivers. Perform any of the following duties: routing/scheduling, special projects and other duties as directed.

Qualifications:

Education/Certification:

High School Diploma or GED, required

Clear and Valid Commercial Driver's License with Passenger (P) and School Bus (S) Endorsements

Texas School Bus Driver Safety Training Certification

Experience:

Five (5) years' experience as a transportation supervisor

Special Knowledge/Skills:

Knowledge of demographic and transportation routing software

Knowledge of Skyward Student Routing System

Proficient map reading skills

Proficient computer skills in Microsoft applications and applicable transportation software

Excellent organizational, multi-tasking and interpersonal skills

Excellent written and verbal communication skills

Ability to manage and supervise personnel

Major Responsibilities and Duties:

1. Schedule and supervise bus drivers within assigned geographic area of responsibility.
2. Promote a positive image that supports the mission of the school district.
3. Assist with the assignment and evaluation of department employees.
4. Establish and maintain professional relationships with school staff and administration.
5. Schedule parents and/or driver conferences when necessary.
6. Evaluate driver's performance and propose appropriate methods of interacting with students concerning behavior problem.
7. Confer with assistant director and make recommendations regarding supervised personnel.
8. Assist with various reports as required by the state, district or department.
9. Observe all safety rules according to DOT regulations.
10. Coordinate new and revised bus routes and schedules.
11. Assist with department TEA annual reports.
12. Coordinate and schedule summer school and extended day routes.

13. Assist in developing and coordinating routes to maximize time and capacity use of school buses through the district's routing system.
14. Develop and maintain regular bus routes to ensure optimum routing efficiency using the district's computerized routing software program.
15. Prepare and generate state routes and student count forms in accordance with state reporting guidelines.
16. Project bus schedule modifications based on changes in demographics.
17. Work with other route supervisors to monitor the accuracy of their assigned routes.
18. Substitute drive on any bus route as necessary.
19. Manage student behavior while on a bus route.
20. Perform other duties as assigned.

Supervisory Responsibilities:

Route supervisors, bus drives, substitute drivers and bus aides.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; drive all types of school buses

Posture: Prolonged sitting; bending/stooping, kneeling, pushing/pulling, and twisting

Motion: Frequent repetitive hand and arm motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (30 pounds or less)

Environment: Work inside and outside with moderate exposure to extreme temperatures; work around vehicles

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; occasional prolonged and irregular hours; rotate early and late shift work.

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.