



**Job Title:** Route Supervisor

**Exemption Status/Test:** Non-Exempt

**Reports to:** Director of Transportation

**Date Revised:** October, 2015

**Dept. /School:** Transportation

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**Primary Purpose(s):**

Ensure the safe and efficient transportation of students through establishing routes and monitoring the effectiveness of drivers.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Possess a clear and valid Texas Bus Commercial Driver's License with Passenger (P) and School Bus (S) endorsements

Satisfactory annual driver's license and criminal history check

Successful completion of all state and local training courses

Must be at least 21 years of age

**Experience:**

Minimum of three (3) years' experience as a certified school bus driver

**Special Knowledge/Skills:**

Ability to operate a school bus

Proficient skills in keyboarding, data entry, word processing and file maintenance

Ability to work under pressure and prioritize effectively while maintaining composure and responding in an appropriate manner

Effective telephone, radio and communication skills

Ability to receive and give written and verbal instructions effectively

Ability to read and understand documents including policies and procedures manuals

Ability to pass alcohol and drug tests and annual physical

Proficient map reading skills

Proficient skills in operating a personal computer utilizing Microsoft Office application.

**Major Responsibilities and Duties**

1. Assist in the supervision of bus drivers as assigned.
2. Maintain personnel records of meetings with drivers to discuss rule violations and complaints.
3. Conduct an annual evaluation of bus drivers' performance.
4. Prepare each bus route to ensure the written route description is functional. Prepare and update maps showing areas served by each bus.
5. Request and view videos on student misbehavior on the bus.
6. Notify driver, students, and parents of any changes in the student's bus service such as change in pick-up, drop-off location and change in bus number or time.

7. Receive and record driver and attendance absence calls.
8. Answer, record and route internal and external telephone calls.
9. Monitor and respond to two-way radio communications.
10. Monitor, record and respond appropriately to emergency calls and situations.
11. Record, copy, file, and distribute route information, instructions, bulletins, notices, memos, and messages to staff and drivers.
12. Assist with driver in-service organization.
13. Maintain records of all student discipline on assigned routes. Assist in completing reports for district and TEA filing.
14. Serve as a bus substitute or dispatcher when needed.
15. Maintain confidentiality of information.
16. Follow all rules and directives for bus drivers when substituting on a bus route.
17. Perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise assigned routes and drivers.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Personal computer and peripherals; school bus; safety equipment (flares, reflective signs); fire extinguisher; radio communication equipment

**Posture:** Ability to sit for prolonged periods of time

**Motion:** Prolonged sitting and reaching, repetitive hand and arm motions

**Environment:** Work outside and inside with moderate exposure to extreme temperatures and weather conditions; frequent prolonged and irregular hours; rotate early and late shift work

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

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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.