

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Transportation Supervisor

Job Description
August 2018

Reports to: Director of Transportation

Status: Exempt

Term: 226 Days

Primary Purpose:

The Transportation Supervisor is responsible for directing the daily operations of the transportation department, including district motor pool, to assure safe and efficient pupil transportation, vehicle maintenance, vehicle acquisition, routing, scheduling, and fiscal responsibilities in support of the school district's instructional and activity programs for students. This position requires strong proven abilities in organizations, leadership and human relationships.

Qualifications:

Education:

Bachelor's degree preferred

Special Knowledge/Skills:

- Knowledge of safety standards, laws, codes, rules, regulations, policies, and procedures relating to pupil transportation.
- Knowledge of the principles and practices of pupil transportation planning, scheduling and route development.
- Knowledge of, and ability to, transmit safe driving and preventative maintenance practices.
- Knowledge of effective methods of program development, implementation and evaluation of methods, practices and techniques.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and work performance.
- Ability to operate school bus and district vehicles.
- Ability to analyze complex situations and synthesize diverse information.
- Ability to provide guidance and direction to staff and promote a team environment.
- Ability to collaborate and communicate effectively with other professionals in a team setting.
- Ability to interact positively and effectively with, students, staff, and administrators.

Experience:

- At least five (5) years' experience in school district transportation operations, with at least one (1) year experience hiring and supervising staff.

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Transportation Supervisor

Job Description

August 2018

- Valid Commercial Driver's License Class A or B

Major Responsibilities and Duties:

1. Provides leadership to the Transportation department on day-to-day operations.
2. Monitors daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines.
3. Oversees all aspects of the daily bus and bus maintenance operations.
4. Provides lead direction to Transportation Department office and bus maintenance staff.
5. Facilitates staff meetings to provide annual in-service and address operational issues.
6. Resolves or delegates daily operational problems and emergencies while coordinating with the Director of Transportation on complex problems.
7. Performs road checks during period of inclement weather.
8. Responds to routine personnel questions or concerns in compliance with the collective bargaining agreement and district policy.
9. Establishes and maintains positive customer relationships with parents, schools, and departments.
10. Coordinates with transportation department staff, schools, and customers on start of school protocols and resolves concerns.
11. Coordinates and assists with the district transportation training program, collision investigations, safety programs, student management, drug and alcohol testing, bus driver performance evaluations and staff development.
12. Coordinates with the bus maintenance staff to prepare for annual state bus inspections.
13. Collaborates with a variety of personnel from other departments, districts, state agencies, and organizations relating to pupil transportation.
14. Coordinates with local municipalities and agencies to improve student walkways, road conditions and other safety related issues in the district.
15. Assist and/or coordinates with the development of policies and procedures, system upgrades and implementations, departmental staffing changes.
16. Performs other related duties as assigned.

Supervisory Responsibilities:

Transportation staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additional physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision. May be required to lift 60 lbs. and work in an environment

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Transportation Supervisor

Job Description

August 2018

with exposure to petroleum fumes and work occasionally outside. May be required to work flexible hours including early morning and late evenings.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____