



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Area Manager	Transportation	Director of Transportation

Position No: 78013	Length of Work Year: 12 Months
Salary Schedule: P06	Date Approved: 7/29/97
FSLA: Exempt	Date Revised: 8/10/99; 3/24/15

JOB GOAL
Perform managerial and supervisory duties for assigned bus drivers and bus aides/attendants and assist in the overall coordination of the Transportation Department.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent. Bachelor's degree preferred.
2. Valid Florida Driver's License. Commercial Driver's License preferred.
3. Experience working with technology used in the transportation department.
4. Minimum of three (3) years of successful school bus driving or supervision of professional drivers or similar logistics to student transportation.
5. Ability to follow and give instructions (both verbal and written) in the completion of an assigned task.
6. Knowledge of district geography and road maps.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Monitor assigned drivers and bus aides/attendants to ensure route compliance, including all ESE and 504 requirements.
2. Provide ongoing supervision and guidance in appropriate student management procedures to improve safety and minimize liability.
3. Communicate effectively with school administrators and parents to address and resolve on-board and bus stop incidents.
4. Ensure all bus drivers and bus aides/attendants comply with applicable county, state, DOE, DOT, school board policies, statutes and directives.
5. Respond to bus accidents and provide documentation for investigation to designated departments including risk management and transportation.
6. Oversee and verify assignment of substitute bus drivers and timely coverage of all routes.
7. Assign all field trip, midday, and tutorial extra work in compliance with district policy and bargaining unit contract and manage the invoice billing process for all field trip and activity bus transportation.
8. Assist with recommending employment, reappointment, and termination of school bus drivers.
9. Communicate effectively with school bus drivers, bus aides/attendants, principals, district staff, parents, law enforcement and the public in matters concerning transportation.
10. Review, approve and supervise all routes in assigned area and prepare and approve route changes to address overloads, arrival times, route inefficiencies and stop safety issues.
11. Supervise, review for accuracy and approve all bus driver and bus aide/attendant work hours submitted for payment and entered in the payroll system and ensure all leave requests are entered and posted in the system.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform assigned tasks with a high standard of quality.
14. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.