

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ZONE TRANSPORTATION SUPERVISOR TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and administrative work to schedule and operate school bus transportation for the GCS. Work involves supervising permanent, stand-by, lead and substitute bus drivers; assigning students to bus runs using the Transportation Information Management System (TIMS); coordinating, reviewing and verifying payroll documents; periodically inspecting assigned buses to ensure safety and cleanliness standards are met; investigating bus emergencies and accidents; maintaining employee files and forwarding pertinent information to the central records repository; and scheduling activity bus use. Employee is also responsible for interviewing, recommending for employment, and training drivers; completing annual performance evaluations of all assigned drivers; and planning and reviewing bus routes and schedules. Reports to the Supervisor of Route Operations.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Using TIMS NT, schedules morning and afternoon bus routes transporting students to, from and between schools.

Provides supervision at shuttle points during student exchange to ensure student transfer is conducted in a safe and efficient manner and buses depart the shuttle point safely.

Interviews, recommends for employment, assigns, supervises, observes and evaluates bus drivers and bus monitors.

Plans and prepares periodic safety education program for bus drivers and bus monitors, including conducting a monthly safety meeting to discuss contemporary issues.

Enforce local board policy, state laws and regulations which pertain to and/or govern school bus drivers, school bus operations and school bus stops.

Collect, verify and prepare driver and monitor payroll documents. Provide to TIMS Coordinator for editing, consolidation and forwarding to Payroll to effect monthly pay checks.

Validates driver and monitor overtime claims and processes to the TIMS Coordinator for payment.

Documents an annual performance evaluation of each driver and monitor in accordance with GCS

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policy and procedure. Prepares files and forwards documentation on employee counseling, problems and achievements.

Supervises drivers as they prepare to depart bus parking lots to begin morning/afternoon routes, supervises off/on loading at feeder schools and special events. Notifies schools of expected late bus arrivals at school and the reasons therefore.

Ensures that all required driver personnel forms are filed promptly with the respective Route Operations Supervisor at change of status, resignation, retirement or dismissal.

Maintains a record of driver and monitor annual and sick leave. Schedules replacements when driver or monitor is not available for work.

Uses the computer-based TIMS NT to create and update bus stop assignments for students to ensure safety, efficiency, and compliance with state law, state Board of Education Administrative Policy and local Board and Dept. policy.

Responds to parent and public complaints/concerns relating to bus drivers, monitors, bus routing, scheduling and operations.

Conducts reviews of bus inspections, bus runs and bus stops to assure compliance with state law governing student safety.

Provides weekly input to Supervisor of Special Needs Route Operations and Support Services for compilation of state and local transportation reports. Maintains a database on driver availability and extended learning busing costs; compiles data into report format and forwards on a periodic basis.

Investigates applicable bus emergencies/accidents. Must be available to respond to emergencies at any time buses are operating on regular routes, or during extended learning busing operations.

Inspects all buses on site for cleanliness and to ensure proper care of equipment, including seat covers, first aid kits, and fire extinguishers.

Assists the Transportation Maintenance Department staff to ensure proper care, maintenance and fueling of buses and to ensure bus malfunctions are promptly reported for repair.

Assists the respective Operations Supervisor in assessing highway/road conditions during inclement weather.

Schedules activity bus use, assigns field trip drivers as needed, and maintains records of activity bus use for billing the using schools and submitting driver payroll as required.

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Ensures each permanent bus driver establishes an assertive discipline plan for their assigned bus. Files the plan with the bus run file for use by standby and substitute drivers.

Assists principals by scheduling school bus safety instruction and distributing safety materials; searching for missing children; and attending driver/parent/principal conferences concerning student misbehavior on school buses.

Coordinates the bus video-audio monitoring system. Reviews the videotapes to monitor student behavior and driver performance. Provides selected tapes to principals as required.

Plans and coordinates special events transportation.

Submits to random, post accident or reasonable suspicion drug/alcohol testing as required by federal law and GCS Board of Education Policy.

Submits required reports, forms, and documents in timely manner.

Maintains confidentiality regarding student and employee information.

If assigned to supervise Special Education buses, represents the Transportation Department on the school-based assessment committee when special transportation needs are under consideration for inclusion in the child's IEP.

ADDITIONAL JOB FUNCTIONS

Assists, as required, in carrying out the drug testing program for drivers as adopted by the School Board.

Assists with school security by reporting incidents of vandalism or other unsafe campus circumstances or security problems.

Checks buses parked on campus and makes general checks of facilities for possible vandalism after periods when vandalism is likely to occur, such as Halloween and athletic events.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in transportation or a related discipline; or equivalent work experience in transportation, supervision, personnel management and computers; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including buses, computers, adding machines, video cameras and radios. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports and records, invoices, engineering schematics, topographical maps, etc. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, mechanical, and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using computers, audio-video equipment, and buses.

Manual Dexterity: Requires the ability to handle a variety of items such as computers, audio-video equipment, and buses. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

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Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of state and local laws, regulations, and guidelines regarding bus routes, stops, and driver requirements.

Thorough knowledge of traffic laws, regulations, and hazards and related safety precautions.

Thorough knowledge of effective supervisory practices relating to motivation, delegation and communication.

General knowledge of federal, state and local laws and regulations and effective practices relating to hiring and disciplining employees.

General knowledge of the use of computers for record-keeping and report generation.

Working knowledge of school class scheduling concept, school opening and dismissal times.

Ability to train drivers in effective and safe driving practices.

Ability to establish and maintain accurate and organized records and compile reports.

Ability to perform arithmetical calculations.

Ability to establish and maintain effective working relationships with school officials, parents, students and drivers.

Ability to plan and supervise fleet operations.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.