



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 7/85; 2/86; 9/92; 3/93; 5/93; 8/93; 11/94; 5/95;  
 2/96; 9/91; 6/00; 4/05; 9/01; 11/09; 12/10; 1/11; 4/11;  
 10/12; 02/16; 12/16; 6/18; 5/19; 5/22; 11/23; 3/24

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Area Supervisor, Transportation	<b>JOB CODE:</b> 464A
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Transportation	<b>WORKDAYS:</b> Annual Administrative Employee
<b>REPORTS TO:</b> Director, Transportation	<b>PAY GRADE:</b> Rank G (NK07)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supervises all areas of transportation services and personnel in assigned area; assists with administering departmental transportation services for the system as needed.	
<b>REVISION DATE(S):</b> 3/24	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree from an accredited institution or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor degree requirement; however, the work experience years used to qualify for the Bachelor degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid Georgia Commercial Driver’s License with passenger, school bus, and air brake endorsements.
3.	Experience: 5 years of experience in pupil transportation or a related field; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities. Pre-employment and annual physical examination required.
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization; basic computer skills including but not limited to Microsoft Office 365 and a basic understanding of routing logistics, GPS, and time and attendance software.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance; work hours may vary during the school year.
2.	Supervises personnel in assigned area and the operations of designated bus routes in the system.
3.	Investigates accidents occurring on assigned routes; provides written reports and recommendations to correct related problems.
4.	Coordinates route and stop information in routing software; assures dissemination of information regarding said routes.
5.	Inspects the road conditions of bus routes and makes recommendations for route corrections and/or school closings.
6.	Remains updated with knowledge of Federal and State laws and regulations, Transportation policies, as well as Board of Education policies.
7.	Recommends probable cause drug/alcohol testing for school bus drivers and/or school bus monitors to the Director, Transportation. Assists with quarterly random drug and alcohol testing.
8.	Recommends supplemental training for school bus drivers and/or school bus monitors.
9.	Responsible for approving employee leave requests. Reviews employee attendance and applies graduated discipline to those that exceed the acceptable level found in the Board Administrative Rule.
10.	Conducts annual evaluations for assigned personnel according to established procedures; assists as needed with and reviews Field Coordinators’ evaluations of drivers and/or monitors.

11.	Maintains all documentation regarding any compliments, concerns, or issues involving employee performance.
12.	Applies graduated discipline to assigned personnel as needed; trains and supervises Field Coordinators in graduated discipline with drivers and/or monitors.
13.	Coordinates the review and verification of bi-weekly time and attendance with the Field Coordinators.
14.	Coordinates bus run assignments with dispatch to ensure route coverage.
15.	Serves as a liaison between school administrators, and the Transportation Department.
16.	Makes recommendations to school administrators regarding campus loading, unloading, and parking locations.
17.	Attends and/or conducts required area meetings, training meetings, orientation, state safety meetings, and all other meetings as requested.
18.	Attend staff, school, and any other meetings regarding transportation issues as required.
19.	Ensures return of all calls; follows up to assure problems and concerns are addressed in a timely manner.
20.	Assists with the planning, setup, and execution of the Department's annual Road-e-o skills competitions.
21.	Maintains cordial relations with all stakeholders in the community.
22.	Informs Director, Transportation of any departmental issues.
23.	Functions as a school bus driver as needed.
24.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_