



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; 3/23

JOB DESCRIPTION

POSITION TITLE: SPED Transportation Supervisor	JOB CODE: 460F
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Transportation	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Transportation	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises all areas of transportation services and personnel in assigned areas; assists with administering departmental transportation services for the system as needed.	

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’s degree requirement; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid Georgia Commercial Driver’s License with passenger and school bus endorsements.
3.	Experience: 5 years of experience in pupil transportation or a related field; 2 years of experience in Special Needs pupil transportation; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities. Pre-employment and annual physical examinations required.
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization; basic computer skills including but not limited to Word, Excel, and PowerPoint; a basic understanding of Routing and Telematics 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 areas and the operations of designated bus routes in the system.
3.	Investigates accidents occurring on assigned routes; provide written reports and recommendations to correct related problems.
4.	Coordinates route and stop information in routing software; assure 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.	Reviews qualifications and makes recommendations for employment/termination.
7.	Recommends probable cause drug/alcohol testing for school bus drivers and/or school bus monitors to the Director, Transportation.
8.	Recommends supplemental training for school bus drivers and/or school bus monitors.
9.	Reviews employee attendance and counsels’ employees with a history of attendance problems.
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 with Field Coordinators and office assistants the review and verification of bi-weekly and/or monthly time and attendance.
14.	Coordinates bus run assignments with dispatch to ensure route coverage.
15.	Serves as a liaison between the Senior Executive and Director, Transportation, and school administrators, and/or Field Coordinators.
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.	Attends 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.	Provides district budget requests to the Senior Executive Director, Transportation.
24.	Functions as a school bus driver as needed.
25.	Coordinates and serves as a liaison with the District Special Education Department on transportation guidelines.
26.	Attends student IEP meetings when special needs transportation is needed.
27.	Stays current on Federal, State, and GaDOE special needs transportation laws and policies.
28.	Stays current on special needs bus equipment requirements.
29.	Stays current on special needs bus evacuation best practices and makes recommendations for improvements.
30.	Maintains knowledge of special needs students' medical conditions, exceptionalities, and the requirements for transportation.
31.	Keeps up to date and understands HIPPA Regulations to protect student confidentiality; ensures drivers and monitors receive training and understand HIPPA regulations.
32.	Keeps up to date and understands special education terminology, acronyms, and is familiar with District Special Education Programs.
33.	Coordinates and schedules special needs transportation to/from other LEAs such as Atlanta Area School for the Deaf, Georgia Academy for the Blind, and Georgia School for the Deaf.
34.	Ensures drivers and monitors have received training on managing students with disabilities, their special needs, and are familiar with required equipment and usage.
35.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____