



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; 4/13; 07/14; 6/18; 5/22; 6/24

JOB DESCRIPTION

POSITION TITLE: SPED Transportation Supervisor Assistant	JOB CODE: 464Z
DIVISION: Operational Support	SALARY SCHEDULE: Transportation
DEPARTMENT: Transportation	WORKDAYS: Annual Administrative Employee
REPORTS TO: SPED Transportation Supervisor	PAY GRADE: Based on NE01 (NZ00)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists SPED Transportation Supervisor in safety, routing, driver training, and related areas.	
REVISION DATE(S): 6/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE
2.	Certification/License Required: Valid Georgia Commercial Driver’s License with passenger and school bus endorsements
3.	Experience: 2 years of experience in pupil transportation; working with special needs population experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities. Pre-employment and annual physical examinations are required
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization; Working knowledge of computer and related software, including Microsoft Suite; background in Special Education transportation (knowledge of routing) and Special Education Law preferred

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.	Oversees school bus operators and operations of designated bus routes as assigned by Area Supervisor, SPED.
3.	Provides support in evaluation of assigned employees, as needed.
4.	Serves as a liaison between employees, principals, administrative staff, and partners on matters concerning transportation.
5.	Attends staffing, I.E.P. reviews, and other parent/school meetings.
6.	Assists in preparing and maintaining records and statistics.
7.	Assists drivers and monitors with student behavior problems.
8.	Communicates as needed with parents and schools.
9.	Develops route sheets, schedules, and maps for Special Education transportation, as needed.
10.	Assists with employee in-service, training and retraining program.
11.	Assist with general office duties, including state and local reports; in-house SPED transportation record management and retention; prepares written reports as assigned; provides support to the receptionist as needed.
12.	Assists in compiling and updating driver handbook and driver training manuals.
13.	Recommends probable cause drug/alcohol testing for Special Education employees, as needed.
14.	Assists with inventory, purchase, and maintenance of equipment as directed.
15.	Provides support in supervising annual leave and attendance tracking/maintaining of SPED bus drivers and monitors..
16.	Attends required area meetings, training meetings, orientation, state safety meetings, and all other meetings as requested.

17.	Coordinates mid-day routes and field trip coverage; serves as a backup to the Special Needs Dispatcher as needed.
18.	Serves as a backup to the Area Supervisor if needed.
19.	Functions as a school bus driver as needed.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____