

FIELD OPERATIONS SUPERVISOR – TRANSPORTATION SERVICES

POSITION SUMMARY:

The Field Supervisor is responsible to the Operations Manager and will have daily contact with school bus drivers. Will coordinate driver activities, assist in resolving routing issues, coordinate route changes and special programs with drivers and with other management ensure safe, economical, efficient, timely transportation of all School District employees and students.

ESSENTIAL FUNCTIONS & KEY RESPONSIBILITIES:

Assigns work and coordinates driver activities on a daily basis for approximately 80 driver personnel.

Evaluates driver's compliance with rules, regulations and procedures as stated in current driver's contract, handbook and procedure manual. Documents failure to comply with rules and regulations and recommends disciplinary action at appropriate levels.

Investigates complaints as assigned, providing written responses.

Provides essential input for annual driver evaluations.

Resolves problems related to personnel management.

Assists drivers in resolving problems related to bus routing, schedules, route descriptions, paperwork and other operational situations.

Implements cordial communications with drivers and routing office to ensure routing efficiencies.

Participate in interviewing drivers.

Maintains records as required.

Schedules and participates in Safety Committee and Driver Committee.

Confers with other administrative officials on transportation matters and administrative duties related to driving operations.

Evaluates and approves updating of route changes as necessary.

Assigns buses and equipment and coordinates with shop to facilitate vehicle maintenance.

Coordinates late opening, early dismissal, STOPPS and all programs relating to daily driving duties and routes.

Conducts random checks of District buses for cleanliness and compliance with state certification requirements and implements corrective action.

QUALIFICATIONS:

Minimum of three years' experience involving contact with the public and transportation operations.

Knowledge of sound supervisory methods and practices. Preferred experience in pupil transportation.

Work well as a team player with drivers and other related transportation staff.

Have a good working knowledge of the geographic area.

Ability to interpret and analyze maps and written material and prepare the same.

Knowledge or ability to gain knowledge of state local and District laws and policies relating to school bus operation.

Administrative knowledge of computer applications related to pupil transportation.

Bachelor's degree preferred or equivalent experience in business or workforce management.

Possession of or ability to obtain and maintain CDL and all credentials required to operate a school bus consistent with those operated in District fleet.

Maintain flexibility pertaining to work shift and be agreeable to adjust work schedule as needed.

Non-Represented

Exempt

Grade 24

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