

Transportation Specialist/Supervisor

<u>Reports to:</u>	Director for Transportation
<u>Supervises:</u>	Bus Drivers/Monitors (approximately 70)
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Transportation Supervisor - 67
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Graduation from high school; Associate degree preferred**
 - **Skilled in Microsoft Word, Excel, PowerPoint, spreadsheets**
 - **Knowledge of school transportation, equipment, applicable practices and regulations**
 - **Must possess a current North Carolina commercial driver's license with proper endorsements to drive a school/activity bus, and pass a DOT drug and alcohol testing**
 - **Must have strong administrative, technical and communication skills**

Essential Job Functions:

- Plans, prioritizes, assigns, supervises and reviews the work of assigned bus drivers
- Supervises the planning of all school bus transportation to/from school, to ensure that each route is safe and efficient
- Matches school bus student capacity needs to actual bus capacities
- Evaluates the training and recruiting efforts to ensure proper safety training is provided for school bus drivers and safe riding and exiting the bus training is provided to students
- Ensures the implementation of school bus transportation laws, state administrative codes, LEA policies and procedures
- Collects necessary data, including student count, driver hours, driver mileages and route directions to assist TIMS Manager in compiling reports
- Works closely and assists TIMS Manager in creating safe/efficient bus stops, runs and routes to ensure compliance with applicable federal, state and local laws and policies
- Maintains personnel records on bus drivers and monitors
- Collects and prepares time sheets for payment while ensuring that reported time is correct according to state and local accounting procedures
- Investigates complaints and makes recommendations regarding resolutions
- Assists in the investigation of accidents involving school buses
- Conducts pre-employment interviews
- Assists in Professional Development for drivers and monitors
- Drives school buses when no other drivers are available
- Coordinates and operates "Buster the School Bus" as a training instrument at schools and other events
- Inspects chartered buses prior to scheduled field trips
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions.
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm's length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may be require specialized personal protective equipment
- understand and follow oral and written instructions