

Transportation: TIMS Manager/Transportation 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, Data Base Management and Spreadsheets**
 - **Certification preferred, but if not must obtain ITRE certification for TIMS Managers and Operators within a specified time after employed**
 - **Knowledge of PowerSchool preferred**
 - **Must have strong administrative, technical and communication skills**

Essential Job Functions:

- Assigns students requiring transportation to and from designated school bus stops, and if stop does not exist, develop and implement a new bus stop
- Enters data and updates information as provided to keep bus routing current and accurate
- Troubleshoots and resolves bus route issues including data analysis
- Works with County 911 addressing GIS (Geographical Information System) planning
- Performs updates to the TIMS (Transportation Information Management System) student file from the SIMS (Student Information Management System) student data
- Gathers and evaluates information pertaining to streets, addresses, speed limits and railroad crossings, etc., and enters this information into the TIMS geographic module
- Effectively communicates with bus drivers, parents, transportation staff, school staff, SIMS operators, Central Office staff, stakeholders and other users
- Conducts pre-employment interviews
- Assists with general office duties
- Assists with school bus drivers' monthly payroll
- Assists with bus driver certification training and orientation
- Maintains Geocode updates, including street name changes, address changes, and traffic pattern changes

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- Supervises and evaluates bus drivers
- Assists in professional development for bus drivers and monitors
- Maintains data to ensure location of all buses and sub buses
- Meets with bus drivers on site to coordinate route changes
- Locates group stops and safe turnarounds for buses to cite on mapping
- Travels new roads to ensure understanding of bus areas
- Investigates driver complaints and suggests resolutions
- Ensures "Here Comes the Bus" data is accurate
- Coordinates with State TIMS trainer to ensure accuracy of data
- Collects and enters headcount, reassignment and redistricting information
- 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
- 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 require specialized personal protective equipment
- understand and follow oral and written instructions