

**SURRY COUNTY PUBLIC SCHOOLS  
TRANSPORTATION SUPERVISOR  
JOB DESCRIPTION**

Job Title: Transportation Supervisor  
Salary Index: .81  
Reports To: Division Superintendent  
FLSA Status: Exempt

**SUMMARY**

To provide a safe and efficient system of transportation for the local school division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities in compliance with all State Laws and Regulations.
- Prepares bus routes for all public schools in the districts.
- Takes an active role in solving discipline problems occurring on school buses by conferring with superintendent, principals, and parents.
- Acts as liaison with parents for complaints and special requests.
- Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
- Recruits, trains, tests, supervises, and evaluates all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
- Maintains 'an accurate record of activity runs, substitute drivers, etc. for payroll purposes.
- Makes recommendations for the transportation budget.
- Submits all reports required by insurance and state authorities.
- Advises superintendent on road hazards for decision on school closing during inclement weather.
- Assists in maintaining all district-owned vehicles and in developing plans for preventive maintenance.
- Attends appropriate committee and staff meetings. . Plans and supervises the conducting of the Triennial School Census to include working with the private and parochial schools in checking whereabouts of students reported in the census but not present in the schools.
- Plans and manages the operations of all special transportation, including Governor School, alternative programs, and before and after school programs.
- Provides environment conducive to safe, efficient and effective task accomplishment.

- Performs other related duties as assigned by the Superintendent.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in Pupil Transportation.

### **QUALIFICATIONS**

Knowledge of pupil transportation programs and services, state and federal mandates, and regulations regarding transportation, safety and maintenance regarding school operations. Demonstrated abilities in organizing, staffing, evaluating, planning, and public relations. Ability to communicate effectively, orally and in writing. Ability to analyze situations, identify and solve problems. Demonstrated ability to plan and implement a countywide transportation system effectively and within legal requirements. Must possess a CDL and experience in handling the vehicle in which the supervisor supervises.

### **EDUCATION and/or EXPERIENCE**

Business Administration or equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Preferably, prior experience of two or more years in a supervisor position.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively before employees of organization.

### **MATHEMATICAL SKILLS**

Ability to calculate in an accurate and timely manner computations, detailed routing schedules, departmental budgets, computer-related spreadsheet skills, and other skills necessary for fulfilling the responsibilities assigned to this administrative position.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written or oral form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess a valid Virginia Operator's, CDL license, and certificate for Bus Driver Training.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to use hands and fingers; reach with hands and arms; handle paper files, records, equipment and controls; talk and hear. The employee is required to stand, walk, sit, see and drive.

