

## Job Description

**Job Title:** Supervisor I, Transportation Operations

**Position Code:** 1E13, AE13

**Job Classification:** Exempt

**Supervisor:** Supervisor II, Transportation

**Pay Grade:** 44

**Contract Length:** 245 Days

### Job Summary

Position is responsible for the daily operations of a large public school transportation system. Including but not limited to being responsible for school bus drivers, school bus timeliness, field trips, supporting individual schools, and responding to citizen concerns. Position will also ensure compliance with School Board Policy and federal, state and local regulations regarding pupil transportation.

### Essential Duties

1. Responsible for resolving citizen, parent, school staff and employee concerns according to policy and procedure in a timely manner.
2. Supervises the Master Scheduler and the dispatch function for transportation.
3. Responsible for Transportation Supervisor professional development.
4. Responsible for the maintenance of employee records, except for records required to be kept by safety and training. Must also ensure required documents are submitted to Human Resources as necessary.
5. Chairs key department committees, such as but not limited to, the bus driver handbook committee.
6. Responsible for ensuring Transportation employee handbook is updated and accurate.
7. Maintain, update and provide training to departments for weather emergencies and crisis management. Leads the inclement weather evaluation team and provides results of evaluation and team recommendations to the Supervisor II.
8. Conducts unannounced audits in the field to ensure driver performance and compliance with policy and procedures.
9. Assists Supervisor II in the preparation of the State Report, budget and any other reports as required.
10. Writes grant proposals as required.
11. Tracks employee attendance and manages employee leave requests, overtime, sick leave and FMLA requests.
12. When the Supervisor II is absent, assumes responsibilities of the Supervisor II.
13. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Supervisor II, Transportation or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's Degree and five years of logistics, and management experience in a supervisory capacity, preferably in a bus transportation operation for a medium to large school system or the equivalent level in other government transportation. Experience in conducting training in transportation or logistics. Familiarity with automated routing systems. Must possess knowledge of, or the ability to accurately and quickly learn, school bus loads, routes, schedules, and Newport News City roads. Must be proficient with Microsoft Office especially Word and Excel. Must have experience writing reports for and briefing senior management. Must be willing to acquire a CDL with requisite school bus endorsements, within 9 months of date hired.

### Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Transportation Supervisors & Master Scheduler

**Supervision Received:** Supervisor II, Transportation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor I, Operations will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Transportation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 10/13 (FL)