

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **TRANSPORTATION SUPERVISOR**

QUALIFICATIONS:

Required: High school diploma or GED, along with certification, training, or sufficient experience to demonstrate the necessary knowledge, skills, and abilities for the position.

Preferred: Bachelor's degree and/or significant experience in school bus management, at least three (3) years of bus driving experience.

Must possess a Virginia Commercial Driver's License (CDL) Class B with P and S endorsements.

Must provide a current Department of Motor Vehicles Driving Record as an attachment to CHPS employment application.

Thorough knowledge of the principles and practices of large-scale K-12 school transportation including comprehensive knowledge of driver performance, training and duties, student conduct, vehicle capacity & routes, maintenance inspections/schedules/requirements, hazards and safety/security precautions;

Ability to plan and supervise the work of others.

Ability to establish and maintain effective working relationships with school officials, associates, parents and the public

REPORTS TO: Director of Transportation

SUPERVISES: Assists the director in supervising transportation staff.

JOB GOAL: Under the leadership of the Director of Transportation, the position is responsible for facilitating the safe and efficient operation of school bus transportation.

PERFORMANCE RESPONSIBILITIES:

Manage relationships between drivers/drivers, drivers/parents, drivers/administrators, and drivers/students.

Conduct meetings with school bus drivers, parents, and administrators.

Evaluate routes and pupil stops for safety and efficiency (Along with Route Coordinator and DOT].

Date Reviewed: March 2026

Monitor student counts and busloads for the Virginia Annual State Report and daily efficiency.
Evaluate school bus parking locations.
Prepare and conduct driver in-service meetings [Coordinate with support staff].
Assist in responding to and investigating vehicle incidents and crashes.
Drive a school bus in times of driver shortages.
Coordinate the use of video cameras, delivering film requests to school administrators.
Perform inspection of school buses (and fleet vehicles) for cleanliness and proper, legal elements.
Provide input to the budget process at the request of DOT.
Remain current on state and federal regulations and upgraded computer technology. Perform related work as required.
Identify and address employee non-compliance as it relates to their driver duties including creation of appropriate documentation.
Daily Schedule vehicle maintenance and substitute assignments
Daily schedule coverage with flexibility of scheduled hours to meet the needs of the Department

Other duties as assigned by the Director of Transportation.

TERMS OF EMPLOYMENT: 12 month contract, Transportation Supervisor pay scale (C09 240 days/8 hours per day) as approved by the school board.

PHYSICAL REQUIREMENTS:

Must be physically fit and able to perform each essential duty satisfactorily. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. The employee is required to stand, walk, sit, bend, and climb or balance. Work involves moderate exposure to unusual elements such as fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds rarely. Requires timely and regular adherence to established work schedules.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Board's Policy on Evaluation of Personnel.