



Supervisor, Assistant Transportation

Reports to: Transportation District Supervisor

Division: Operations

Structure/Grade: Unified 115

Workdays: 199 Days

Position Summary

Perform specialized tasks to ensure the safe and efficient transportation of students by planning operations, assigning routes, training staff, and managing timely arrivals. Provide field support as necessary to comply with transportation and safety guidelines. Perform work autonomously with limited supervision as an experienced individual contributor.

Essential Job Duties

- Complete routine, non-routine, and sometimes complex tasks in a timely manner, following through on processes from end to end.
- Provide leadership and support to transportation staff, including bus drivers and monitors, ensuring efficient daily operations and timely student pick-up and drop-off.
- Oversee the management of driver routes, conduct safety inspections, and ensure compliance with all transportation regulations.
- Coordinate with school administrators, parents, and other stakeholders to maintain effective communication and address any issues related to transportation services.
- Investigate complaints concerning bus stops or incidents, gather information as needed, and assist in resolving concerns from the community.
- Mentor new drivers on performance standards and provide ongoing training to enhance safety protocols and adherence to policies.
- Manage payroll administration tasks such as receiving timesheets and complete routine administrative duties like scheduling in a timely manner following defined processes.
- Maintain operational familiarity with transportation software systems for route planning efficiency and recommend process improvements when applicable.
- Operate two-way radios for clear communication with drivers during transit operations and provide backup driving support in case of emergencies or driver absences.
- Ensure that buses are maintained and clean according to policy requirements by monitoring conformance with state/local rules and regulations.
- Respond promptly to emergencies or unexpected situations during transport operations and investigate accidents under the direction of the Transportation Supervisor when necessary.
- Anticipate tasks based on defined processes and timelines.
- May recommend process improvements.
- Perform additional duties as assigned.

Qualifications

- High school diploma with a minimum of six (6) years of relevant experience required. Experience as a bus driver preferred.



Knowledge, Skills, and Abilities

- Knowledge and understanding of school system functions
- Knowledge of motor vehicle and school bus operations, related safety policies and procedures, and local and state traffic ordinances
- Effective oral, written, and interpersonal communication skills
- Good time management skills
- Good computer skills, including the ability to use all relevant software
- Ability to be flexible and adaptable
- Ability to support field operations
- Ability to establish and maintain effective work relationships
- Ability to perform routine vehicle maintenance procedures
- Ability to exercise good judgment and extreme caution while driving
- Ability to perform routine vehicle maintenance procedures
- Ability to communicate safety policies and procedures
- Ability to determine suitable methods and procedures for new assignments

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 01/22/2025