



Job Description

Position Title:	Transportation Supervisor
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Function:	Transportation
Family:	Transportation Administration
Reports to:	Director, Transportation

Terms of Employment:					
Pay Grade:	E11	Minimum Salary: *	\$54,643	Mid-Point Salary:	\$64,296
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	240	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Supervises daily activities of a team within a function or campus. Responsible for direct coaching and discipline of employees. Uses significant independent judgment and familiarity with the field to perform work. Responsible for administration of various complex function or campus programs and serves as the lead of a group of employees. Develops policies and procedures and oversees the implementation and execution of them. Typically required to complete tasks of subordinate-level roles, when needed.

Position Summary

To assist in the attainment of the District goal of safe and courteous transportation of students through; development of routes and the assessment of their safety, efficiency, and effectiveness; direct supervision of school bus operations in the field and the assessment and resolution of situations impacting the effectiveness of bus routes and stops. Position will also improve the level of performance by developing curriculum, training, and by supervising employees. Ensuring appropriate application of learned skills, so that a high level of service excellence is attained and sustained, as evidenced by job knowledge and a high level of service provided to District students.

Essential Functions / Key Responsibilities

1. Oversees the design and creation of bus routes and field trips, while directly supervises school bus operations in the field.
2. Assess the professional development needs of the Transportation Department and develop training materials for all courses, as needed.
3. Responds to service problems including rerouting, accidents, and incidents with the goal of restoration of interrupted service; supports operators in preparing accident reports.
4. Manages route coordinators, dispatchers, and the Head Start transportation program.
5. Assess the safety, efficiency and effectiveness of bus routes and stops; covers open routes and assists operators and other Road Supervisors with customer assistance and roadside problems
6. Investigates and responds to unsafe location/situation reports; makes recommendations and/or changes to resolve the unsafe situation.
7. Develops and administers continuing training schedules for all Transportation Department employees



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8. Provides field supervision for all Bus Drivers and Bus Monitors to ensure compliance with department standards, while providing feedback and remediation strategies to Bus Drivers and Bus Monitors regarding their job performance.
9. Collaborates with drivers, school staff and parents to resolve concerns.
10. Manages all technology programs within the transportation department to include Bus Cameras/Monitors, Wi Fi, and Card Readers.
11. Informs appropriate supervisory personnel regarding operational problems and coordinates efforts toward their resolution.
12. Maintains, prepares, and reports confidential information, routine records, and performs a variety of clerical work activity related to the property operation such as billings related to field trips and special assignments.
13. Assist in the evaluation process for bus drivers and assistants
14. Audit the performance of bus drivers to ensure compliance with District and Department goals, policies, procedures, and stated standards
15. Attend mandatory training and professional learning activities applicable to position.
16. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 5 + years progressive experience in transportation or related field to include:
 - Previous Team Lead experience
- Must meet alcohol and controlled substance testing requirements set forth by the Omnibus transportation Employee Testing Act of 1991
- Valid Texas Driver's License with driving record that meets the requirements of the District
- Certification or be eligible to obtain certification in the following areas:
 - Texas Department of Public Safety Bus Driver
 - Cardiopulmonary Resuscitation (CPR)
 - Conflict Prevention Intervention (CPI)
 - Defensive Driving
- Class B Commercial Driver's License (CDL) or ability to obtain such certification within thirty (30) days of employment
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Knowledge, Skills & Abilities

- Knowledge of general transportation issues
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment
- Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards.
- Develops and maintains effective and positive relationships with staff, students, and families.
- Comply with state, district, and school regulations and policies for staff, including daily attendance, punctuality, and confidentiality.
- Comply with the Texas Educators' Code of Ethics



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Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling, and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Direct Supervision:
 - Route Coordinators
 - Bus Drivers
 - Bus Monitors
 - Dispatchers

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: _____

Date: _____

Employee Signature: _____