

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****TRANSPORTATION FIELD SUPERVISOR****SALARY SCHEDULE: ADMINISTRATIVE M****COST CENTER: TRANSPORTATION SERVICES (9030)****QUALIFICATIONS:**

- High School Diploma or equivalent.
- Possess a valid state of Florida Class B Commercial Driver's License with P & S endorsements or the ability to obtain within the first 6 months.
- Minimum of five (5) years' experience in transportation
- Minimum of two years Supervisory experience or equivalent as determined by the director.
- Completion of an internal leadership development program within the first year of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local rules and regulations related to pupil transportation.
- Knowledge of the theory and practices utilized in a transportation organization.
- Knowledge of computer skills and applications.
- Ability to solve customer problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to counsel, instruct and evaluate as required.
- Ability to organize and prioritize tasks.
- Skill in developing relationships with school administrators and parents.

REPORTS TO:

Area Manager

JOB OBJECTIVE:

To provide coordination, supervision, and direction for the day-to-day operation of all bus routes to assure efficient and safe transportation for all students in the District.

SUPERVISES:

Bus Drivers
Bus Attendants

PERFORMANCE RESPONSIBILITIES:

- Provide direct assistance to schools, drivers, attendants, students, and families by being available during the times when buses are transporting students.
- Assign drivers to scheduled routes and ensure buses are on time for student pickups and drop-offs.
- Track driver check-ins and attendance; arrange for substitute drivers when needed.
- Act as the first point of contact for emergencies or accidents, coordinating immediate responses with necessary authorities.
- Use GPS tracking to monitor the location of buses and ensure adherence to routes and schedules.
- Field calls from parents, school administrators, and staff, providing real-time updates on bus status.
- Adjust routes as needed due to road closures, weather conditions, or construction.
- Maintain and update route information as required.
- Coordinate with drivers and aides for special needs students, ensuring they receive appropriate accommodations.

TRANSPORTATION FIELD SUPERVISOR (Continued)

- Provide drivers with daily safety reminders and relevant updates before they start their routes.
- Support investigations following any bus accidents by providing necessary records and logs.
- Work closely with maintenance staff to arrange for regular bus servicing and repairs.
- Ensure all radios, GPS systems, and dispatch technology are functioning properly.
- Analyze and make suggestions for optimizing bus routes to improve efficiency and reduce travel time.
- Compile and maintain daily reports on route completion, delays, and any incidents.
- Provide orientation and training to new dispatch team members and bus drivers on protocols and procedures.
- Manage the roster of utility drivers and deploy them when regular drivers are unavailable.
- Assist in organizing bus assignments and drivers for school field trips and extracurricular activities.
- Ensure all dispatch operations follow district safety protocols and guidelines.
- Maintain logs of all communications with drivers, parents, and school officials.
- Ensure that drivers comply with district policies, including student behavior management and bus protocols.
- Communicate delays and updated arrival times with school administrators and parents.
- Resolve issues and complaints from parents, staff, and students in a professional manner.
- Track dispatch efficiency, identify any areas for improvement, and report on team performance.
- Monitor, supervise, counsel, and evaluate bus drivers, attendants, and trainees' job performance in accordance with established rules and procedures.
- Assist drivers and attendants in establishing performance goals and make recommendations for appropriate employment action.
- Provide coaching and mentoring for drivers and attendants with sub-par performance.
- Monitor absences and assist in recommending coverage for absent drivers and attendants.
- Assume driving responsibilities as required.
- Attend meetings with parents, administrators, drivers, and attendants to assist in resolving problems.
- Assist in preparing, planning, and conducting safety meetings and training classes for drivers.
- Respond to emergency situations as they arise on the road.
- Assist in preparing all required reports and maintaining all appropriate records.
- Respond to inquiries or concerns in a timely manner.
- Keep management informed of potential problems or unusual events.
- Develop annual goals and objectives consistent with and in support of district goals and priorities.
- Represent the district in a positive and professional manner.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action or make recommendations.
- Ride bus routes to ensure efficiency, safety, and economy of operation.
- Attend training sessions, conferences, and workshops to stay current on practices, programs, and legal issues.
- Perform all other tasks as assigned by Area Manager, Operations General Manager, Assistant Director, or Director.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

TRANSPORTATION FIELD SUPERVISOR (Continued)

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08