



# Pickens County Schools

## Job Descriptions

### **TRANSPORTATION SUPERVISOR**

**Title/Position:** Transportation Supervisor

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade K (Starting pay \$26.50/hour)

**Reports to:** Chief Operations Officer

- Qualifications:**
1. Minimum of a High School Diploma or equivalent
  2. Proven capabilities in administration with knowledge/skills and experience in management of personnel.
  3. Demonstrated skills in written and verbal communications and record-keeping.
  4. Working knowledge of public school transportation system.
  5. Minimum three years of experience or working in school transportation management.
  6. Generally informed of regulation and laws governing exceptional education.
  7. Proficient in public relations.
  8. Ability to organize staff development/training and shop work.
  9. Proficient in Microsoft Word, Excel, and the internet.
  10. Valid Georgia Commercial Drivers License (B-SP) with no air brake restriction preferred.
  11. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Establish and manage system to ensure that Board- owned vehicles, including buses, meet or exceed safety standards.
- Plan, organize, and implement routes and bus operations utilizing efficient and safe routes and equipment.
- Direct the professional training, assignment, and assessment of all transportation personnel.
- Develop and administer a transportation program to meet the instructional and extra-curricular needs of all students in Pickens County.
- Investigate all accidents or hazardous situations and prepare appropriate reports/ documentation.
- Advise the Superintendent on road hazards and inclement weather conditions.
- Manage and account for fleet system resources and all financial resources.

- Serve as liaison among transportation, district, and school administrators.
- Disseminate information on bus schedules to employees and the general public.
- Assist in preparing annual budget.
- Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
- Recommends mechanics, bus drivers, and other personnel for employment through personnel office.
- Interface with support personnel from software vendors to maintain program operation and accurate databases.
- Interface and assist Technology Department to ensure upgrades of transportation computer equipment.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review current developments, literature, and technical sources of information related to job opportunity.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Cooperates with the State Department of Transportation and insures compliance with policies and standards.
- Perform other duties as assigned.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*