



# Longview Independent School District

## JOB DESCRIPTION SUPERVISOR, ROUTES AND SCHEDULES

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|--------------------|----------------------------------|--------------------------|-----------------|
| <b>JOB TITLE:</b>  | Supervisor, Routes and Schedules | <b>WAGE/HOUR STATUS:</b> | Exempt          |
| <b>REPORTS TO:</b> | Chief Financial Officer          | <b>TERMS:</b>            | 226 Days        |
| <b>DEPARTMENT:</b> | Transportation                   | <b>PAY GRADE:</b>        | Manual Trades 6 |

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### PRIMARY PURPOSE:

To conduct/oversee the training program for all transportation drivers, monitors and related staff while maintaining qualified driving/monitor staff to adequately meet student transportation needs; assist Chief Financial Officer in day to day operations and accomplishing department goals and evaluates performance of all bus drivers and monitors as well as day to day operations of the routing responsibilities of the transportation department

### QUALIFICATIONS:

#### Minimum Education/Certification:

Associate's degree, preferred  
Current Commercial Driver's License and bus driver certification  
Certified "Train the Trainer" Certificate  
Negative mandatory OTEA test

#### Special Knowledge and Skills:

- Ability to follow verbal and written instructions
- Ability to communicate effectively to others both verbally and in written form
- Knowledge of scheduling/ bus routing
- Ability to manage personnel
- Strong organizational, communication and interpersonal skills
- Physically fit to pass annual physical and operate school bus
- Computer literate
- Proven knowledge of functioning components utilized in Pupil Transportation operations

#### Minimum Experience:

Five years' experience in routing and scheduling of bus transportation procedures  
Experience as a bus driver



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### MAJOR RESPONSIBILITIES AND DUTIES:

1. Displays initiative that will lead toward accomplishments of department and district goals
2. Displays and initiates support programs and actions that reflect a positive caring climate for the department
3. Supervises office staff and bus drivers
4. Maintains appropriate safety standards for staff
5. Oversees recruitment of adequate driving and monitoring staff
6. Maintains required training records and student records
7. Communicates needs assessment to Chief Financial Officer
8. Supervises all training for driving and monitoring staff
9. Coordinates monthly safety meeting and annual orientation for staff
10. Oversees the annual driver re-certification for Region VII bus drivers
11. Implements necessary routing changes for regular and special needs routes
12. Perform accident investigation and record follow up
13. Monitor and evaluate employee performance
14. Assists Chief Financial Officer in decision making for route exceptions and employee performance issues
15. Demonstrates and communicates a clear-cut sense of direction and expectations for staff performance
16. Conducts recruitment, new staff orientation
17. Assist the Chief Financial Officer relative to personnel placement, transfer, retention and dismissal
18. Ensures departmental compliance with district policies and other laws and regulations



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

19. Assists in scheduling drivers and buses for extra-curricular trips
20. Acts as a substitute bus driver when required
21. Rides and monitors bus routes and recommends alterations for improved efficiencies
22. Participates in workshops, conferences, training sessions and other job related development activities
23. Disseminates relevant information to subordinates
24. Accepts, complies with, and oversees professional standards and ethics of drivers and monitors
25. Solicits and encourages community support
26. Demonstrates awareness of school/community needs
27. Utilizes community information sources with sound judgment
28. Projects a positive image to the community
29. Complies with directions and instructions from Chief Financial Officer and performs other tasks and assumes such responsibilities as related to the position and assigned
30. Maintains positive a cooperative working relationship with colleagues and others in the conduct of district business and demonstrates team work in daily activities
31. Is prompt, timely, and thorough in completing assignments and attending to details accurately and efficiently
32. Meets attendance standards, complies with notification procedures for absences
33. Provides complete and accurate information in the conduct of district business
34. Collaborate with others in developing or implementing new safety programs, procedures and processes for the district
35. Develop, organize and implement operational or safety plans for special events



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

36. Investigate incidents and drafting policies, procedures, training materials and informational reports to be reviewed by the Chief Financial Officer
37. Knowledgeable of emergency management/emergency preparedness, law enforcement, school security, and criminal justice procedures, practices and related codes and laws
38. Assist with problem solving parent/student concerns
39. Provide routine assessments of all district security protocols
40. Assist with requests for records, video recordings and other information made pursuant to the Texas Public Information Act or for other authorized purposes
41. Comply with district policies, as well as state and federal laws and regulations
42. Adhere to the district's safety policies and procedures
43. Maintain confidentiality in the conduct of district business
44. Attend and complete required training program to maintain CDL safety certification
45. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
46. Demonstrate regular and prompt attendance

### **SUPERVISORY RESPONSIBILITIES:**

Bus Drivers, as assigned; Transportation office staff

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 pounds; ability to conduct on-site inspections of all vehicle repair and maintenance operations.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Feb., 2020**