

**RICHLAND COUNTY SCHOOL DISTRICT ONE, SOUTH CAROLINA
JOB DESCRIPTION, SEPTEMBER 1996**

**JOB TITLE: TRANSPORTATION SUPERVISOR
TRANSPORTATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under occasional supervision, assists in supervising the District Transportation Department by overseeing transportation staffing, scheduling and services. Ensures compliance with District policies and state laws; investigates bus accidents and incidents and community complaints; plans and implements safety training for drivers; etc. Supervises Transportation Assistant, bus drivers and bus aides, and clerical personnel; reviews work of subordinates for completeness and accuracy. Reports to the Coordinator I, Transportation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises the daily activities of the Transportation Department; assigns work loads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending employee transfers, promotions, discipline, discharge and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Establishes and updates bus routes.

Monitors school bus drivers during their daily assignments via radio and site investigation as needed.

Receives and responds to concerns, complaints and inquiries from District personnel and parents.

Investigates bus accidents and incidents and makes recommendations for appropriate response.

Monitors compliance with applicable state laws, District and departmental policies.

Oversees the maintenance of required equipment; requisitions supplies as needed.

Organizes and implements safety training classes for drivers.

Schedules transportation for extra-curricular trips.

Performs computer data entry to record and retrieve various information and to prepare reports.

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Receives, reviews, prepares and/or submits various records and reports including vehicle maintenance forms, billing invoices, attendance reports, job applications, performance appraisals, payroll documentation, transportation requests, student rosters, mileage reports, financial reports, training materials, accident/injury reports, required routine reports, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, typewriter, audio-visual equipment, telephone, school buses, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, subordinates, District administrators and staff, students, parents, etc.

ADDITIONAL JOB FUNCTIONS

Meets with parents to discuss student concerns and behavior problems.

Repairs and installs bus radios.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in business administration or related field supplemented by one to two years in office management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess valid state driver's license.

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**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, audio-visual equipment, office equipment, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting much of the time, but also involves walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or directions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, maps, driver handbooks, regulations, etc. Requires the ability to prepare various reports, training materials, lists, performance appraisals, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to apply influence systems in managing a staff; to learn and understand principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Transportation Department as they pertain to the performance of duties of the Transportation Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has thorough knowledge of the organization of the department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of Richland District One and other governmental agencies. Knows how to plan, organize and direct a transportation staff. Is able to perform employee evaluations and to make recommendations based on results. Knows how to apply supervisory and managerial concepts and principles. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Has the ability

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to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret maps, financial documents, policy manuals, and related materials pertaining to the responsibilities of the job. Knows how to prepare various reports, schedules, lists, performance appraisals, correspondence, etc. Has comprehensive knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the use of computers. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make minor repairs and adjustments to equipment.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all District departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the District.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, District policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to District policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with District policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the District.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and District benefit. Contributes to maintaining high morale among all District employees. Develops and

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maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the District and to project a good District image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the District. Emphasizes the importance of maintaining a positive image within the District. Interacts effectively with higher management, professionals and the public.

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Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the District and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the District regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the District. Within constraints of District policy, formulates appropriate strategy and tactics for achieving departmental and District objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the District.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all District and department matters affecting them and/or of concern to them.

Staffing: Works with the Human Resources Department and upper management, where appropriate, to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the District. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of District goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of District standards, methods and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing

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the effectiveness of department and District. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

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Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of District policies regarding the department and District function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the District and continually reviews department policies to ensure that any changes in District philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.