

## **Route Supervisor**

### **Purpose Statement**

The job of Route Supervisor is done for the purpose/s of monitoring and evaluating the bus routes and bus stops required to meet the transportation needs of the students; responding to calls and concerns from parents and drivers; serving as a mediator to minor disputes; providing resource information from a variety of sources; collecting and referring information relating to transportation system operations; working with the equipment needs for special education students; and serving as the State Third Party Tester for CDLs.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Supervisor of Transportation

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### **Essential Functions**

- Assists with review and assignments of routes at beginning of year and with route changes during year (e.g. physically measuring route distances, evaluating and designating bus stops, etc.) for the purpose of ensuring that routes meet state guidelines and requirements.
- Audits routes (e.g. verify stops, time, mileage, etc.) for the purpose of making recommendations concerning route changes, optimization, and timing.
- Communicates with drivers and others (e.g. reviewing route maps, road closures, responding to inquiries, student discipline, etc.) (e.g. drivers, technicians, principals, parents, police, etc.) for the purpose of assisting with route related problems.
- Evaluates safe stops and routes for the purpose of ensuring that they are in conformance with school safety schedules, policies, and mandated guidelines.
- Participates in department meetings, in-service training's, workshops, accident investigations, etc. as required for the purpose of conveying and/or gathering information required to perform job functions and making recommendations.
- Performs functions of a school bus driver or technician for the purpose of meeting the district's transportation service needs.
- Prepares reports for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Recommends route additions, adjustments, bus stops, and/or consolidations resulting from student needs (e.g. new developments, road closures, gain or loss of students in any specific area, etc.) for the purpose of making efficient and safe routes.
- Responds to calls and concerns from parents, bus drivers, and others for the purpose of ensuring the safety of students and maintaining an efficient and effective transportation department.
- Serves as a State Third Party Tester for CDLs for the purpose of helping drivers meet their mandatory certification requirements.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: reading maps; operating standard office equipment including utilizing pertinent software applications; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: regulations regarding use of transportation vehicles, routing, mapping, etc.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget.

Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience** Job related experience within a specialized field is required.

**Education** Community college and/or vocational school degree with study in job-related area.

**Equivalency** .

#### **Required Testing**

Random Alcohol and Drug Testing

#### **Certificates**

Valid Class "B" Driver's License with Passenger Endorsement

Bus Driver's Certificate

Commercial Driver's License

#### **Continuing Educ./Training**

Agility Testing

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

FLSA Status  
Non Exempt

Approval Date

Salary Range