



**Job Title:** Transportation Route Supervisor

**Exemption Status:** Non-Exempt

**Reports to:** Director of Transportation

**Date Revised:** August 2022

**Dept./School:** Transportation

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**Primary Purpose:**

To ensure students' safe and efficient transportation by building, coordinating, and maintaining routes and managing the effectiveness of drivers.

**Qualifications:**

**Education/Certification:**

- High school diploma, GED, or equivalent
- Clear and valid driver's license with CDL certification and P and S endorsements
- School Bus Driver Safety Training Certificate

**Experience:**

- Minimum five (5) years of experience as a certified school bus driver
- Minimum of two (2) years of supervisory experience
- Minimum of two (2) years of routing experience

**Special Knowledge and Skills:**

- Effective communication skills (e.g., telephone, two-way radios, written, etc.).
- Ability to verbally interact with staff, parents, and the public in a positive manner.
- Ability to work under pressure and prioritize effectively while maintaining composure and responding appropriately.
- Ability to quickly gain knowledge of various computer-based programs to facilitate job responsibilities.
- Maintain confidentiality of information.
- Ability to receive and give written and verbal instructions effectively.
- Ability to read and understand documents, including policies and procedures manuals
- Proficient map reading skills.
- Ability to effectively perform as a substitute driver or bus aide as needed.
- Proficient skills in operating a personal computer, utilizing Microsoft Office applications, Google, Internet maps, and basic Internet navigation.
- Capable of responding to emergencies.
- Ability to attend professional development classes as assigned.

**Major Responsibilities and Duties:**

1. Coordinate and maintain all bus routes as assigned.
2. Coordinate route additions and updates with Route Specialists.
3. Supervise route drivers and monitors as assigned.
4. Instruct drivers as to their routes and schedules.
5. Maintain written record of meeting with drivers to discuss performance issues and rule violations.
6. Investigate and resolve parental complaints and concerns.
7. Request and review bus videos as needed.
8. Perform as sub driver, monitor, or dispatcher as needed.
9. Follow all rules and directives for bus drivers and aides when substituting on a route.



10. Utilizing the Routing Software, assign students to bus stops, create bus routes, design efficient, safe routes, and follow district routing guidelines.
11. Prepare bus route Stop Sheets and maps for assigned routes.
12. Maintain current and accurate route information and paper route files in the Routing system.
13. Record, copy, file, and distribute route information, instructions, bulletins, notices, memos, and messages to staff and drivers as needed.
14. Notify driver, students, and parents of any changes in the student's route, such as pick-up location and time, drop-off location, and time.
15. Conduct an annual evaluation of the drivers' performance as assigned.
16. Answer, document, and route internal and external telephone calls.
17. Monitor, document, and respond appropriately to emergency calls and situations.
18. Attend and assist with driver in-service as assigned.
19. Assist with routing McKinney-Vento program as assigned.
20. Recommend route and driver changes as necessary.
21. Assist in coordinating and routing after-school, Intercession, and summer school programs as assigned.
22. Assist with student count for local and state reports.
23. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities:**

Supervise bus drivers and monitors as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher; and radio communication equipment.

**Posture:** Ability to sit for prolonged periods; occasional bending/stooping; pushing/pulling; and twisting.

**Motion:** Prolonged sitting and reaching; repetitive hand and arm motions.

**Lifting:** Occasional light lifting and carrying (less than 25 pounds).

**Environment:** Frequent prolonged and irregular hours; rotate early and late shift work as assigned; work outside and inside with moderate exposure to extreme temperatures and weather conditions.

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions.

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_