



South-Western City School District

Job Description

Revised: February 2014

POSITION TITLE: ROUTE SUPERVISOR

- QUALIFICATIONS:**
1. Has a comprehensive knowledge of Ohio Motor Vehicle laws and pupil transportation laws and regulations
 2. Has a thorough knowledge of bus safety and safe driving procedures
 3. Possesses oral and written communication skills and demonstrates the ability to follow and make necessary oral and written instructions and reports as they apply to the operation of a school bus compound
 4. Demonstrates the ability to perform simple mathematical computations
 5. Possesses the ability to read maps, visualize routes, modify existing routes to meet changing needs and circumstances, and coordinate several school bus compound activities at the same time
 6. Has the ability to organize and direct the work and activities of others
 7. Has the ability to establish and maintain effective work relationships with co-workers and others
 8. Has the ability to solve problems and to select appropriate alternative courses of action on a timely basis
 9. Holds a valid Commercial Driver's License
 10. Is able to work flexible hours
 11. Maintains satisfactory driving record as revealed through checks made by employing agency and verified through professional references and a report to the State Bureau of Criminal Identification and Investigation and/or county or local law enforcement agency

REPORTS TO: Supervisor of Transportation

JOB GOAL: To coordinate the activities of drivers and others under his/her supervision to provide for the safe, orderly, and efficient transportation of students. This position is a combination work-supervisory assignment to assist the Supervisor of Transportation in coordinating assigned aspects of the transportation operation.

SUPERVISES: Bus drivers and other personnel as assigned to him/her.

- RESPONSIBILITIES:**
1. Supervises and trains school bus drivers and applicants
 2. Evaluates their assigned drivers on:
 - Loading and unloading procedures at student stops and/or schools
 - Efficiency and accuracy of the bus routes
 - Driving and safety skills by:
 - Following buses on routes
 - Riding at least once a year
 - Student behavior and discipline procedures
 - Accuracy of the route sheets
 - Cleanliness of the bus
 - Making sure the driver arrives to work and departs on time
 - Emergency evacuation
 - All other driving related activities and responsibilities
 3. Distributes and collects any job-related forms that the driver must complete
 4. Assist the central office clerk in obtaining regular drivers to substitute on supplemental trips
 5. Re-route buses in case of an emergency
 6. Reports to assigned bus accidents to make a report, take pictures, and assist the bus driver
 - 7.

- Communicates daily with drivers concerning discipline problems
 - Discuss problems with parent, student, driver and/or principal
 - Attend any disciplinary hearing as requested by a driver, principal, or supervisor
 - Remove any student(s) from bus during dangerous situations, if necessary
- 8. Assists the Supervisor of Transportation in the annual evaluation of driver performance, planning appropriate training programs and storage meetings
- 9. Record all complaints received on the appropriate form and submit daily to the Supervisor of Transportation
- 10. Eliminate bus overloads and re-route buses, if necessary, after the start of the school year, notifying the school(s) of any route or stop change(s), and making the appropriate change(s) on all office maps, routes, and student rosters
- 11. Assists the Supervisor of Transportation in establishing the required building education plan for K-3 for bus safety and organizing and supervising emergency evacuation drills twice a year for each bus
- 12. Makes recommendation for driver commendation or disciplinary action, in writing, to the Supervisor of Transportation
- 13. Route Supervisor hours: Eight (8) hours per day. Days worked as per contract
- 14. Assist Supervisor of Transportation in developing bus routes for effective, efficient, and orderly operation of the student transportation program
- 15. Performs all other related duties as may be assigned by the Supervisor of Transportation

The South-Western City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.