

JOB DESCRIPTION

Job Title: Assistant Supervisor

Division/Department: Operations/Pupil Transportation

Reports To: Transportation Supervisor

Over-time Status: Non-Exempt

Date Written: November 2012 **Revised:** May 2021

PURPOSE: The employee in this classification is responsible for assisting with facilitating the safe and efficient operation of the Department by ensuring that all bus routes have daily coverage by securing substitutes. The employee also assists the Transportation Supervisor with the daily functions of the transportation program.

ESSENTIAL DUTIES:

- Receives calls from drivers and assistants and secures substitutes
- Determines daily employee and vehicle needs
- Participates in planning and directing the daily activities of the pupil transportation program within a zone office
- Assists with field and athletic trip driver assignments
- Assists with safety training for drivers and assistants
- Responds to incidents and accidents
- Assists with the retrieval and review of video footage captured from the school bus digital video recorder
- Maintains computerized records and files related to the transportation program
- Responds to concerns from schools, parents, patrons and other agencies or departments
- Maintains records of routes, drivers, mileage, incident reports, etc
- Performs inspection of school buses for cleanliness and proper equipment
- Performs on-the-road observations of school bus drivers and assistants, correcting and documenting any unsafe practices
- Assists in the supervision of employees and assists in employee evaluations as necessary
- Communicates with schools and other outside agencies on issues related to the transportation program
- Operates the base station for the two-way radio communication on vehicles assigned to the Department of Pupil Transportation as needed
- Prepares reports as necessary
- Performs related work as assigned

GENERAL DESCRIPTION: Assists the Transportation Supervisor in the coordination and supervision of the daily operation of the zone office and communicates effectively with parents, students and school personnel.

MINIMUM REQUIREMENTS: Must have thorough knowledge of pupil transportation operations, routes, state and local bus operation laws and regulations, and county geography. Considerable knowledge of safe and defensive driving methods and procedures. Considerable organizational and problem solving skills. Requires hands-on familiarity with computer operations, keyboard procedures and basic programming. Ability to work effectively with employees, students, parents and staff. Ability to clearly and effectively communicate ideas and directives both orally and in writing. Ability to plan, organize and work well under stressful conditions. Graduation from high school. A minimum of three years' experience in school bus operation. Must hold a valid operator's license with proper endorsements to operate a school bus in the state of Virginia. Certification as a School Bus Driver Trainer in Virginia within one year of employment.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this position will be evaluated annually in accordance with policies established by the Board.

JOB TITLE: Assistant Supervisor

DEPARTMENT Operations/Pupil Transportation

ESSENTIAL ELEMENTS - JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- _____
- Seeing-General
- Close Vision
- Color Perception
- Hearing/Listening
- Clear Speech-Simple
- Clear Speech-Complex
- Touching
 - Dexterity
 - Hand
 - Finger
- Smelling
 - Smoke
 - Food
 - Cleanliness
- _____ Tasting
- Walking
- Lifting (25 lbs)
- Pushing
- Pulling
- Typing
 - _____ WPM
- Climbing Flights
- Carrying (25 lbs)
- Kneeling
- Stooping
- Bending
- Sitting
- Flexibility
 - Upper Body
 - Lower Body
- _____ Running Distance
- Standing
- Driving
 - Car
 - Van
 - _____ Truck
 - Bus
 - Van

Stress Factors:

- Stamina
- Repetition
- High Pressure
- Hazards
- _____ Fatigue
- _____ Boredom

Work Environment:

- Works Alone
- Works w/Others
- Works Around Others
- Verbal Contact w/Others
- Face-to-Face Contact
- Shift Work
- Inside
- Outside
- _____ Confined Areas
- Extreme Heat
- Extreme Cold
- Temperature Changes
- Wet and/or Humid
- Noise
- Vibration
- Mechanical Equipment
- _____ Electrical Equipment
- _____ Pressurized Equipment
- _____ Burning Materials
- Moving Objects
- _____ High Places
- Fumes/Odors
- Dirt/Dust
- _____ Gases

Mental Requirements:

- Reading-Simple
- _____ Reading-Complex
- Writing-Simple
- _____ Writing-Complex
- Clerical
- Memorization
- Analyzing
- Perception
- Judgment
- Decision-Making

Equipment:

- Computer
- Keyboard
- Telephone
- Calculator
- _____ Fire Alarm
- _____ Switchboard Console
- _____ Television Monitor
- _____ Kitchen Appliances
- Radio Base Station/Portable Radio
- _____ Maintenance Tool Equipment

Other:

- _____ Laundry Equipment
- Lift bus, wheelchairs, etc.
- _____
- _____