

Area Supervisor



Department of Transportation
Posting Number: P17TRA002

Open Until Filled
School Year: 2017-2018

Classified Position, Level 15
Salary Range: Refer to [FY18 Classified Salary Scale](#)
12 Month Position, 8 hours per day

DESCRIPTION:

The Area Supervisor manages one or more operational programs in the Transportation Department. This position is tasked with ensuring the safe and efficient transportation of school children in an operational program or programs, such as regional daily operations, special needs, pupil safety, or dispatch office. This position also supervises lead drivers, provides employee training, and oversees other programs as needed.

PRIMARY RESPONSIBILITIES:

- Manages day-to-day pupil transportation programs, as assigned.
- Observes and evaluates performance of bus drivers and attendants.
- Develops bus routes and familiarizes drivers with new or revised routes and monitors routes for safety and efficiency.
- Instructs bus drivers regarding student disciplinary management and safety procedures related to the transportation of school children including the use of safety devices, approaching stops, loading and unloading, and the use of emergency equipment.
- Instructs drivers in the operation of the vehicle, including shifting of gears, turning movements, backing up, braking and use of mirrors.
- Prepares instructional lesson plans for driver training.
- Substitutes for bus drivers when needed and performs related work as directed.

QUALIFICATIONS:

Graduation from high school and experience in school bus operations; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Experience in pupil transportation, personnel management, or school fleet maintenance and management.
- Good oral and written communication skills.
- Virginia Commercial Driver's License with school bus endorsement (required).

ORGANIZATIONAL RELATIONSHIPS:

The Area Supervisor reports to the Transportation Supervisor.

Application Procedures: *Note:* The applicant will not be considered if directions are not followed.

First-Time Applicants

A Classified Application must be submitted to the Department Human Resources and Talent Development. Applications for on-line submission are available via the web site at www.lcps.org. First-time applicants must submit a resume highlighting personal qualifications and skills *for the position in which interest is expressed* to the Department of Human Resources and Talent Development.

Internal Applicants:

Internal applicants are required to submit a classified application that has been completed or updated within one year of applying for the position. A letter of interest and resume highlighting personal qualifications and skills for the position must be **submitted through the online application process** via the web site at www.lcps.org. A letter of interest for each position must include the appropriate job code and the applicant's personal identification number.

Note: If the above referenced items are not included in the candidates **online application** for each position in which interest is conveyed, the candidate will not be considered for the position.

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