

Area Supervisor- Training



Department of Transportation
Job Code: P175258TRA

Filing Deadline: Open Until Filled

Classified Position, Level 15
Salary Range: Refer to [FY18 Classified Salary Scale](#)
12 Month Position (Prorated), 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 implementing managing functions of the Training Department. This position also supervises training team leader, driver instructors and trainers, and oversees other programs as needed.

PRIMARY RESPONSIBILITIES:

- Provide daily supervision of assigned drivers and monitors to ensure proper and consistent performance of duties.
- Coordinate training programs in accordance with the curriculum developed by the Virginia Department of Education (VDOE), Pupil Transportation; assist with in-service programs for school bus drivers and monitors to assure State certification renewal; conduct safe driving and safe working methods and procedures training programs as specifically required.
- Manage all aspects of Training Program by providing direct oversight to staff members who train and assist drivers and attendants concerning student behavior management issues and work related situations. Train drivers and attendants in proper wheelchair securement and special needs student requirements. Train, supervise and evaluate the performance of assigned personnel; schedule and assign work; counsel and recommend disciplinary actions and recommend removal of applicants from the training program, as appropriate
- Participates in selecting bus drivers and attendants; observes bus driver performance and monitors bus operations in assigned area; evaluates their performance; initiates disciplinary actions as needed, and attends disciplinary hearings.
- Develops and implements policies ensuring efficient use of human and vehicular resources. Prepares route descriptions, incident reports, and other paperwork.
- Instructs bus drivers regarding student disciplinary management and other problems; instructs new drivers in the operation of the vehicle 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.
- Performs related work as required.

QUALIFICATIONS:

Graduation from high school, and extensive 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 Coordinator

PHYSICAL QUALIFICATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or bend and may be required to lift up to approximately 25 pounds.

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 of Human Resources and Talent Development. Applications for on-line submission are available via the website 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 website 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.

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate on the basis of race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

Area Supervisor - Dispatch



Department of Transportation
Posting Number: P175261TRA

Filing Deadline: Open Until Filled

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

DESCRIPTION:

The Area Supervisor oversees operational programs in the Transportation Dispatch Department. This position is tasked with communicating with Drivers and Attendants to assist with problem resolution. Directs drivers, resolves service issues, and interacts with the community that includes parents, schools and operational staff. Uses company software to track activity, ensuring the safe and efficient transportation of schoolchildren. Experienced workers in these positions initiate their own daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

PRIMARY RESPONSIBILITIES:

- Manages the day-to-day pupil transportation programs assigned; Performs clerical duties in preparing paperwork for Transportation Coordinator
- Develops, implements, and trains all Dispatch staff on Standard Operating Procedures (SOP); Assesses problems, complaints, and personnel issues to develop responses and direct corrective actions
- Instructs staff on handling incoming calls and e-mails from parents, schools and other LCPS staff
- Recommends personnel actions including suspension and involuntary transfers; Observes and evaluates performance of Dispatch employees
- Develops and implements policies ensuring efficient use of human and vehicular resources; Coordinates with internal agencies to achieve service levels
- Acts as liaison and responds to questions and complaints received from parents and school administrators concerning student transportation and safety programs and advising such groups of appropriate procedures
- Performs related work as required

QUALIFICATIONS:

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

- Knowledge of school bus operations, effective techniques of supervision, bus route planning concepts and of Loudoun County streets, roads and highways
- Ability to supervise bus operations and staff in an assigned area; to monitor operations and take appropriate corrective actions when necessary; to respond to emergencies and to investigate accidents; to resolve bus operations problems quickly and efficiently
- Good oral and written communications skills
- Knowledge of Microsoft office
- Ability to drive a school bus
- Good human relations, organizational and communication skills, patience, tact, and sound judgment
- Virginia Commercial Driver's License with appropriate endorsement

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required required to see, talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or bend and may be required to lift up to approximately 50 pounds.

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

First-Time Applicants

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