



# POSITION AVAILABLE

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<b>JOB STATUS:</b>	OPEN
<b>POSITION TITLE:</b>	SUPERVISOR OF BUS OPERATIONS - 250 DAY
<b>EFFECTIVE:</b>	07/01/2017
<b>POSTING DATE:</b>	07/05/2017
<b>CLOSE DATE:</b> (Close Time 4:30 PM)	07/19/2017
<b>LOCATION:</b>	Transportation
<b>VACANCY NUMBER:</b>	00025803
<b>REPORTS TO:</b>	Director of Transportation Services
<b>BASIC QUALIFICATIONS:</b>	<p>A combination of education equivalent to a B.S. Degree in Business Administration or Logistics/Transportation Management, and a minimum of five years experience in a related field is desired.</p> <p>Five years of management, administrative, and supervisory experience in a school division or comparable business operation is required.</p> <p>Knowledge of principles of transportation practices and administration of policies which impact the performance of pupil transportation and related services.</p> <p>Previous experience in the area of establishing bus routes; supervising and evaluating bus drivers; and coordinating the daily planning and operation of transportation services is desired.</p> <p>Ability to manage and monitor a fiscal budget within a specified area of responsibility.</p> <p>Ability to establish effective working relationships with peers, school staff members, parents, and the general public. Excellent human relations skills; ability to communicate effectively, both orally and in writing. Current computer knowledge and skills desired to perform specific tasks and projects.</p> <p>Commercial Driver's License (CDL) with P and S endorsements or the ability to obtain the same within six months of assuming duties of the Supervisor of Bus Operations is desired.</p>
<b>STATE REQUIREMENTS/QUALIFICATIONS:</b>	Completion of the driver training instructor course within six months of assuming duties.
<b>PHYSICAL REQUIREMENTS:</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, and hear; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must be able to smell smoke, fuel, and other odors. The employee must occasionally lift and or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.</p> <p>Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.</p>
<b>BASIC FUNCTION/NATURE OF</b>	The Supervisor of Bus Operations is a highly skilled leader who supervises the department's Bus Operations Section. Complex work is performed with specific departmental duties as

**WORK:**

outlined. This position requires the ability to extensively plan, organize, coordinate, and supervise the safe and efficient operation of pupil transportation services. This individual makes numerous decisions while performing routine planning and scheduling of school transportation programs with School Division employees and the community. Additionally, the Supervisor of Bus Operations assists the Director of Transportation Services in the management and supervision of the daily operations for present and future transportation needs in Prince William County Public Schools.

**DUTIES & RESPONSIBILITIES/ILLUSTRATIVE EX OF WORK:**

- Work collaboratively with all stakeholders in providing a World-Class Education.
- Manage and supervise the Bus Operations Section ensuring drivers, attendants, and other operations personnel comply with established federal, state, and School Board regulations and policies.
- Serve as liaison for drivers, attendants, school officials, and parents concerning the interpretation and implementation of the Office of Transportation Services policies and regulations as well as guidance provided by county, state, and federal directives.
- Review annually, the "Driver and Attendant Handbook" and publish changes/modifications to operational procedures as required.
- Assist the Director of Transportation Services and the Supervisor of Transportation Planning in the preparation of reports, studies, budget, and collection of other project information as required.
- Implement transportation services for new schools and specialty instructional programs.
- Serve as a staff representative on boundary planning committees.
- Coordinate bus maintenance services with the Vehicle Services Section and ensure the timely delivery of buses to maintenance shops for preventive maintenance services.
- Work with administrative coordinators and route managers to resolve transportation operational issues.
- Provide overall administrative supervision of all critical functions for both general and special needs pupil transportation daily operations.
- Ensure the fair and equitable assignment of newly acquired school buses.
- Supervise and oversee the use of the automated bus routing systems.
- Plan and conduct regularly scheduled training meetings for personnel within the Bus Operations Section.
- Make recommendations to the Director of Transportation Services regarding Bus Operations Section issues.
- Serve as a member of the Crash Review Board.
- Act on behalf of the Director of Transportation Services in his absence.
- Complete other duties as assigned.

**DIMENSIONS:**

Budget Responsibilities: Maintains control of the budget process to ensure that the operational needs of the School Division are maintained within the limits of the allocated Office of Transportation Services budget.

Employees Supervised: Approximately 1,000 employees in the Bus Operations Section including bus drivers, bus attendants, route managers, and bus schedulers.

Number of Schools/Departments: 92 schools and two Prince William County agencies.

Number of Students: Approximately 61,000 students who ride school buses to and from school.

\*This posting will close 7/12/2017 or until an exceptional candidate is hired.

**SALARY:**

Grade 17: \$84,977 - \$149,144 per year (competitive benefits)

**DAYS:**

250

**FULL TIME/PART TIME:**

Full Time