



## Position Announcement

Date:	March 26, 2019	Closing Date:	Open Until Filled
Position:	Area Supervisor - Transportation – 217 days – 8 hours	Minimum Salary:	\$33,501
Location:	Transportation	Start Date:	April 2019

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### Primary Function:

Supervise transportation operations for a specified area of the county as designated by the Associate Director of Transportation Services.

### Minimum Qualifications:

- Work requires a high school diploma or equivalent and experience in school transportation or any equivalent combination of training and experience which would provide the acceptable knowledge, abilities and skills, as evidenced in the following performance responsibilities.

### Necessary and Special Qualifications:

Must hold a valid Virginia Commercial Driver's License with a (B) class and (S) endorsement.

### Knowledge, Skills and Abilities:

- Must be proficient in school bus transportation and possess knowledge of VA DOE regulations governing pupil transportation.
- Must be knowledgeable of the York County area and its roadways.
- Must possess excellent organizational, human relation, customer service, leadership and communication skills.

### Performance Responsibilities:

- Helps to develop and manage a safe, efficient and cost effective pupil transportation program.
- Assists in the day to day operations of the transportation department by supervising a group of drivers, substitute drivers, bus assistants, substitute bus assistants and crossing guards.
- Works as a liaison between school officials and transportation personnel.
- Works to resolve service related problems with parents.
- Coordinates route coverage with the dispatcher in the event of employee absences and driver shortages.
- Monitors routes to ensure safety, route times and reports findings to the Associate Director of Transportation Services.
- Reviews all bus stops on an annual basis with the Transportation Operations Specialist and recommends any necessary changes to the Associate Director of Transportation Services.
- Coordinates scheduling of sports team trips and field trips to help manage costs and meet school needs.
- Reviews and verifies extra scheduled work hours for payroll purposes.
- Assists Transportation Secretary with employee timekeeping.
- Mentors new employees so that they can develop to their utmost potential.
- Helps the Transportation Training and Recruitment Specialist and the Associate Director of Transportation Services in planning the various in-service training meetings throughout the school year.
- Ensures that drivers do not go over the maximum amount of legal driving hours.
- Evaluates employees within their tutelage on an annual basis.
- Assists the Associate Director of Transportation Services with investigating traffic accidents involving school buses.
- Works with the Manager of Vehicle Maintenance to ensure all buses are kept in safe mechanical condition and that employees report all safety related defects.
- Ensures that all drivers report on designated inspection dates.
- Ensures bus driver's compliance with all applicable VA state Laws regarding pupil transportation and verifies compliance of pre-trip inspections of vehicles to ensure their safe operation.
- Responds rapidly in the event of an after hours transportation emergency at the direction of the Associate Director of Transportation Services.
- Assures the best customer service to schools and parents by addressing service concerns.

- Performs other related duties as assigned.

### How to Apply:

Interested candidates should complete an online application at the above Internet address and then apply for this specific job via the ALL JOBS link in the application system. To be considered, your application needs to include official transcripts (or copies of official transcripts) and three references with one of the three being from a person who recently supervised your work. If a resume is included, the resume and application must contain the same information. **Current employees need only submit a letter of interest, current resume, and if applicable, a copy of professional license to Human Resources.**

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