



Job Description

Job Title: Supervisor II, Transportation Planning & Support **Supervisor:** Executive Director, Transportation & Human Resources
Position Code: **Pay Grade:** 46
Job Classification: Exempt **Contract Length:** 245 Days

Job Summary

Position is responsible for safety, training, planning, routing, all bus scheduling, dispatch, special needs transportation and the budget for a large urban public school transportation system with emphasis on the safe and efficient transport of students. This position ensures compliance with School Board Policy, federal, state, and local regulations regarding pupil transportation.

Essential Duties

1. Responsible for Transportation's safety programs and initiatives.
2. Stays abreast of new information, regulations and other changes affecting pupil transportation.
3. Responsible for developing and implementing effective recruitment, training, retention and recognition plans for school bus drivers, attendants, and other Transportation employees.
4. Conducts research, analysis and preparation of reports and briefings for the Executive Director.
5. Prepares and manages the Pupil Transportation budget.
6. Supervises special needs transportation, Dispatch, Field Trip Management, EDULOG routing, scheduling and the department's accident, drug and alcohol control programs in accordance with federal, state and local laws and NNPS policies.
7. Maintains, updates and develops crisis, disaster recovery and COOP implementation plans.
8. Responsible for all employee records; including training, driver certification, accident investigations, citizen issues, and performance.
9. Chairs department committees designed to address employee issues, safety concerns and to ensure that Pupil Transportation remains responsive to employee, staff, and citizen needs. (i.e. safety committee, bus lot representatives, budget, bus specifications, wellness, etc.)
10. Evaluates programs, such as safety, using techniques such as unannounced audits in the field to ensure compliance with policy, procedures and safety initiatives. Writes grant proposals especially for safety.
11. Assists with tracking and resolving parent and citizen issues
12. Assumes responsibility for Pupil Transportation when the Executive Director is absent.
13. Models nondiscriminatory practices in all activities.

Other Duties

Performs any other related duties as assigned by the Executive Director, Transportation and Human Resource or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must be a self-motivated leader. Excellent supervisory skills required. Masters Degree preferred. Must possess a Bachelors Degree and five years or more of logistics, budget and increasing levels of management experience in a supervisory capacity, preferably in a bus transportation operation for a medium to large school system or the equivalent level of experience in the military. Must understand systems thinking and the importance of communicating

essential information to employees, staff, senior leadership and the public as warranted. Experience in planning and conducting employee training. Familiarity with automated routing systems or large enterprise automated systems. Must be comfortable searching the Internet for information. Must possess knowledge of, or the ability to accurately and quickly learn, school bus loads, routes, schedules, and Newport News City roads. Must be proficient with Microsoft Office especially Word and Excel. Must be able to create PowerPoint briefings that are short and informative to be presented to senior management, School Board Members and the general public. Having experience in or being able to use basic math and statistical functions in order to summarize data in a useful and meaningful format. Have experience writing concise yet informative reports for senior management. Experience briefing executive level management. Must have a valid Virginia driver's license.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead. Must be able to climb on and off school buses

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. Work is conducted in an office, maintenance shop and outdoor environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Area Supervisor, Master Scheduler; Safety and Training Specialist; EDULOG Systems Analyst.

Supervision Received: Executive Director, Transportation and Human Resources

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor II, Transportation Planning & Support will be required to follow any other instructions and to perform any other related duties as assigned by an appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 3/13 (LM)
Revised 4/14/13 (FL)