



Little Rock School District

JOB DESCRIPTION

Position Title: Transportation Safety Supervisor

Prepared Date: 04/06/2022

JOB GOAL:

To recruit and supervise drivers, aides and monitors and make recommendations for employment and retention.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to write routine reports and correspondence.
4. Ability to speak effectively before groups of customers or employees of organization.
5. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
6. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
7. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
8. Ability to deal with problems involving several concrete variables in standardized situations.
9. While performing the duties of this job, the employee is regularly required to talk or hear.

The employee frequently is required to walk and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.



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ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Recruits and supervises bus drivers and aides and to make recommendations for employment and retention.
2. Takes an active role in solving discipline problems that occur on school buses and at bus stops.
3. Investigates school bus accidents and incidents and monitor drivers' route performance.
4. Coordinates with principals and others responsible for planning special school trips.
5. Ensures that all drivers are licensed according to state laws.
6. Keeps drivers informed of laws and regulations in conjunction with the Driver Trainer.
7. Advises Director on hazardous road conditions and when school closing or use of emergency stops may be necessary.
8. Makes recommendations for future equipment and personnel needs.
9. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.