

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER V – ROUTE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Associate's Degree from an accredited college or university preferred.
- (3) Minimum of five (5) years progressively responsible experience as school bus operator, of which one (1) year must have included routing or scheduling responsibilities.
- (4) Equivalent combination of training and experience.
- (5) Possess valid Commercial Driver's License (CDL) with "P" endorsement and Bus Operator's Certificate mandated by the Department of Education (DOE).
- (6) Possess current American Red Cross Certification for First Aid and CPR.
- (7) Possess state of Florida Basic and Advanced School Bus Driver's Instructor Certificate.
- (8) Certified in Supervisory Training on Drug and Alcohol Testing as mandated in federal guidelines.
- (9) Possess a Certificate showing completion of the National Safety Council Defensive Driving Instructor Course.
- (10) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess considerable knowledge of the operation of school buses, preventative maintenance procedures and practices, occupational hazards and safety precautions relating to the transportation of students. Knowledge of population factors affecting the need for transportation and applicable laws and regulations governing school bus operation. Ability to instruct drivers in proper bus operation, safety precautions, preventative maintenance, defensive driving habits and first aid. Ability to plan safe, economical and efficient bus routes, keep necessary records, enter information into a computer and prepare adequate written reports.

REPORTS TO:

Director II - Transportation

JOB GOAL

To manage and coordinate the work assignments of School District bus operators and bus aides, develop schedules and maintain safe, economical and efficient bus routes and stops in accordance with state and District requirements, and to establish and maintain liaison with school administrators to meet the transportation needs of all students who attend school and school-related activities.

SUPERVISES:

School Bus Operators

MANAGER V – ROUTE (Continued)

Bus Attendants

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Serve as a first-line respondent to crisis incident prevention, planning and preparedness pertaining to school bus operations.
- * (2) Instruct and certify prospective school bus drivers in Basic and Advanced School Bus Driver Curriculum under guidelines as prescribed by the State Department of Education and local District policies.
- * (3) Instruct and certify school bus drivers and aides in CPR and Standard First Aid.
- * (4) Oversee the Drug and Alcohol Testing Program in areas of responsibility.
- * (5) Investigate accidents involving school buses and other District-owned vehicles and prepare accident reports for the Florida Department of Education and District Risk Management Department.
- * (6) Assign substitute bus operators and attendants to cover bus routes in the absence of the regular operator or attendant.
- * (7) Supervise and assign bus attendants to Exceptional Student Education (ESE) buses where needed.
- * (8) Assist in the preparation for collective bargaining negotiations.
- * (9) Assist in managing and overseeing the administration of agreements resulting from collective bargaining negotiations.
- *(10) Administer progressive discipline to bus operators or attendants when necessary in accordance with contract language and School District rules.
- *(11) Verify information submitted by bus operators and attendants on time cards and assist in entering time card information into the computer system.
- *(12) Supervise annual and sick leave for bus operators and attendants.
- *(13) Organize and deliver biweekly checks, newsletters and other information.
- *(14) Prepare the Florida Education Finance Program (FEFP) Transportation Survey four (4) times per year, checking the accuracy of information reported by bus operators.
- *(15) Assist with radio dispatch communication with buses.
- *(16) Conduct railroad crossing surveys and compile information.
- *(17) Assist clerical personnel with field trip assignments.
- *(18) Administer State Department of Education Dexterity Test yearly to all school bus operators.
- *(19) Coordinate and conduct yearly transportation inservice for bus operators.
- *(20) Conduct, periodically, route observations to check road and other conditions, vehicle operation and safety practices as well as drivers' compliance with state and local laws and regulations.
- *(21) Investigate and respond to requests for additional stops or stop changes.
- *(22) Coordinate and conduct bid sessions on routes for bus operators and attendants.
- *(23) Assist in the preparation of safety policies and procedures and coordinate and conduct periodic safety meetings with bus operators.
- *(24) Prepare bus route packages for all programs.
- *(25) Coordinate transportation for special programs; such as, Neighborhood Learning, Saturday Scholars, After-School Programs, OJT, special events, and others.
- *(26) Investigate hazardous road conditions, report to law enforcement officials and make route changes as necessary in the event of adverse road conditions.
- *(27) Operate bus routing computer system, generating, updating and maintaining route information for schools, bus operators and transportation office, and ensure that bus routing information is available and accurate for Internet access.
- *(28) Schedule hours to ensure Manager is on duty from 5:00 a.m. to 7:00 p.m..

MANAGER V – ROUTE (Continued)

- *(29) Maintain twenty-four (24) hour on-call availability for transportation situations requiring immediate attention.

Inter / Intra-Agency Communication and Delivery

- *(30) Act as a liaison between transportation employees and school personnel as well as parents and concerned citizens.
- *(31) Keep the Director informed of potential problems or unusual events or the need for change in rules or policies.
- *(32) Respond to inquiries or concerns in a timely manner.

Professional Growth and Improvement

- *(33) Maintain expertise in assigned areas to fulfill goals and objectives.
- *(34) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- *(35) Promote and support professional growth for self and others.
- *(36) Maintain a network of peer contacts through professional organizations.
- *(37) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(38) Assist in developing the department budget and the assignment of the school bus fleet.
- *(39) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(40) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(41) Represent, consistently, the District in a positive and professional manner.
- (42) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(43) Provide leadership and direction for the assigned areas of responsibility.
- *(44) Set high standards and expectations for self and others.
- *(45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(46) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 9

MANAGER V – ROUTE (Continued)
Date of Board Approval: August 21, 2001
Date of Revision: October 22, 2002