



Pickens County Board of Education Job Descriptions

ROUTING SUPERVISOR

TITLE/POSITION

RETIREMENT: TRS

TERMS OF EMPLOYMENT: 210 Days

REPORTS TO: Director of Transportation

QUALIFICATIONS:

1. High school diploma (Post High School preferred)
2. Valid Georgia Commercial Drivers License (B-SP) with no air brake restriction.
3. Five years of experience driving different types and sizes of school buses or working in transportation field.
4. Clean driving record.
5. Excellent communication skills, computer skills, ability to manage a large number of employees and patience to work with all types of individuals.
6. Working knowledge of routing software programs.
7. Working knowledge of all components of the school bus.
8. Working knowledge of all laws relating to the operation of a school bus, including special needs.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Is neat and professional in appearance befitting the job they provide the school system.
- Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Provide drivers with professional training and support.
- Evaluate new drivers.
- Assist in annual evaluation of drivers and monitors.
- Maintain personnel records.
- Perform complete pre-trip, in-between trip, and post-trip inspections.

- Train drivers on the following areas: CDL, laws, district procedures, adaptive equipment use, evacuation, stalling out a bus, mirror alignment, boarding and de-boarding students, back of a bus, etc.
- Familiarize new drivers with the district to include locations of schools, athletic fields, administrative office, fueling procedure, etc.
- Instruct new drivers on how to complete all required paperwork.
- Provide or coordinate bus safety training for students.
- Provide up to date training materials to new drivers/driver trainers.
- Supervise scheduling and bus route assignments.
- Assist the transportation department with staff development programs.
- Ensure complete and adequate training programs are conducted for new and experienced drivers.
- Assist in providing necessary reports and information to appropriate supervisors.
- Communicate effectively and efficiently with the public regarding driver or routing concerns.
- Assist in checking route requests.
- Communicate as needed with parents and school officials regarding Special Needs' pupil transportation matters.
- Ride each Special Needs bus route as needed for the purpose of evaluating route conditions, bus stops, safety matters, discipline issues, driver performance, and to obtain student data.
- Schedule and oversee Special Needs routes, bus stops, and substitute bus drivers for Special Needs bus drivers.
- Assist the Driver Trainers in conducting training classes for Special Needs prospective drivers and veteran drivers.
- Supervise personnel responsible for routing and training.
- Assist in routing, district and map survey procedures.
- Ensure efficient operation of office/staff assignments.
- Inform the Director of Transportation regarding situations that need attention.
- Ensure proper staffing of all required positions.
- Participate in training programs to increase skills and proficiency related to assignment.
- Review current developments, literature, technical sources, and information related to job responsibilities.
- Ensure adherence to good safety practices.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.