



Pickens County Schools

Job Descriptions

TRANSPORTATION SUPERVISOR

Title/Position: Transportation Supervisor

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Salary: Classified Salary Schedule Grade K (Starting pay \$26.50/hour)

Reports to: Chief Operations Officer

- Qualifications:**
1. Minimum of a High School Diploma or equivalent
 2. Proven capabilities in administration with knowledge/skills and experience in management of personnel.
 3. Demonstrated skills in written and verbal communications and record-keeping.
 4. Working knowledge of public school transportation system.
 5. Minimum three years of experience or working in school transportation management.
 6. Generally informed of regulation and laws governing exceptional education.
 7. Proficient in public relations.
 8. Ability to organize staff development/training and shop work.
 9. Proficient in Microsoft Word, Excel, and the internet.
 10. Valid Georgia Commercial Drivers License (B-SP) with no air brake restriction preferred.
 11. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

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

RESPONSIBILITIES

- Supervision of shop and fleet at Transportation, including inspections, state reporting, and management of personnel.
- Work with COO to implement Transportation annual plan and budget.
- Manage all work orders that flow through Transportation department.
- Establish and manage system to ensure that Board- owned vehicles, including buses, meet or exceed safety standards.
- Plan, organize, and implement routes and bus operations utilizing efficient and safe routes and equipment.
- Develop and administer a transportation program to meet the instructional and extra-curricular needs of all students in Pickens County.

- Manage and account for fleet system resources and all financial resources.
- Assist in preparing annual budget.
- Works with COO to recommend personnel.
- Interface with support personnel from software vendors to maintain program operation and accurate databases.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review current developments, literature, and technical sources of information related to job opportunity.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Cooperates with the State Department of Transportation and insures compliance with policies and standards.
- Perform other duties as assigned.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*