

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ROUTE SUPERVISOR/COORDINATOR

**SALARY SCHEDULE:** Administrative [J] - N

**COST CENTER:** TRANSPORTATION SERVICES (9030)

**QUALIFICATIONS:**

- High School Diploma or equivalent.
- Possess a valid state of Florida Commercial Driver's License with Class B endorsement.
- Minimum of five (5) years experience in transportation or two years Supervisory experience.
- Completion of an internal 32 hour leadership development program within the first year of employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state and local rules and regulations related to pupil transportation.
- Knowledge of the theory and practices utilized in a transportation organization.
- Knowledge of computer skills and applications.
- Ability to solve customer problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to counsel, instruct and discipline as required.
- Ability to organize and prioritize tasks.
- Skill in developing relationships with school administrators and parents.

**REPORTS TO:**

Director of Transportation

**JOB OBJECTIVE:**

To provide overall coordination, supervision, and direction for the day-to-day operation of all bus routes to assure efficient and safe transportation for all students in the District.

**SUPERVISES:**

Assigned Bus Drivers  
Assigned Bus Attendants  
Other Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- Daily interaction with school administrators and parents to facilitate a proactive approach to problem solving.
- Successfully investigate and evaluate customer complaints and implement changes which promote established goals and expectations.
- Continually monitor bus schedules for on time deliveries and late arrivals.
- Supervise, discipline, and evaluate bus drivers, attendants, and trainees in accordance with established rules and procedures.
- Schedule and monitor coverage for absent drivers and attendants.
- Monitor driver and attendant job performance.
- Provide coaching and mentoring for drivers and attendants with sub-par performance.

## **ROUTE SUPERVISOR/COORDINATOR (Continued)**

- Receive, record and respond to all complaints and inquiries regarding bus services.
- Assume driving responsibilities as required.
- Attend meetings with parents, administrators and drivers to resolve problems.
- Prepare, plan and conduct safety meetings and training classes for drivers.
- Maintain updated route information as required.
- Dispatch buses to appropriate areas.
- Respond to emergency situations as they arise on the road.
- Prepare all required reports and maintain all appropriate records.
- Conduct employee performance appraisals, establish performance goals, and make recommendations for appropriate employment action.
- Exhibit support for the District's vision, mission, goals and priorities.
- Respond to inquiries or concerns in a timely manner.
- Keep supervisor informed of potential problems or unusual events.
- Disseminate information and current research to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues as requested by Director.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned areas of responsibility.
- Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, delivering services and evaluation of services provided.
- Assist in implementing the District's goals and strategic commitments.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate [styles and] methods to motivate, gain commitment and facilitate task accomplishment.
- Facilitate problem-solving by individuals or groups.
- Ride bus routes to ensure efficiency, safety and economy of operation.
- Perform all other tasks as assigned by Operations Manager, Supervisor and Department Director.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **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.

**ROUTE SUPERVISOR/COORDINATOR (Continued)**

**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