

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Route Supervisor	Wage/Hour Status:	Non-Exempt
Reports To:	Director Transportation	Pay Range:	801
Dept./School:	Transportation	Date Revised:	12/16/2022

Primary Purpose:

Provides supervisory leadership to drivers and assistants who perform safe and timely transportation of students to and from school related activities; to drive or assist in transporting district students when needed; and to resolve customer service inquiries related to student transportation.

Qualifications:

Education/Certification:

High School Diploma or equivalent

Associate Degree in computer science or related field (preferred)

Valid Texas "A" or "B" CDL driver's license with "P" Passenger and "S" School Bus Endorsements required or obtained within 6 months of hire.

Texas State School Bus Driver certification

Driving record that is insurable with Plano ISD's insurance carrier

Ability to satisfactorily complete a DOT medical examination for school bus drivers in addition to pre-employment drug test

Special Knowledge/Skills:

Ability to read, understand, and effectively communicate in English

Ability to follow written and verbal instructions, and possess effective communication skills

Ability to positively motivate, influence, and guide team members

Capable of responding in emergency situations, including evacuating students

Ability to quickly solve problems, make decisions under pressure, and assume responsibility

Ongoing ability to safely operate the school bus and district vehicles

Working knowledge of Plano ISD routes, streets, and schools

Ability to be able to successfully complete and maintain required bus driver safety training

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Ability to pass annual DOT physical and all required DOT drug and alcohol tests

Must have proficient working knowledge of Microsoft Word and Excel

Experience:

Must be at least 21 years of age

Two years of safe school bus driving experience

Previous supervisory experience (preferred)

Major Responsibilities and Duties:

Review and evaluate the job performance of bus drivers and bus assistants

Take steps to resolve personnel problems involving drivers and assistants, including but not limited to Routes, Field Trips, Motor Pool, Training and Dispatch

Safely, efficiently, and professionally drive buses for routes, shuttles, field trips, and/or any other driving task as needed, following assigned route descriptions and adhering to established schedules

Fill in as bus driver/bus assistant when needed while following all criteria in Bus Driver and Bus Assistant job descriptions, including assisting students on and off buses according to the student's individual needs

Must be available to work varied hours during the span of normal route service and be accepting of periodic time changes to meet the needs of Plano ISD students and transportation operations

Pull, review, and record data from bus video camera system to be used in handling student and employee issues

Review, sign, and distribute payroll sheets for team members

Review, download, and submit Bus Safety Notices to the appropriate school personnel, such as principals, teachers, and other campus administrators

Ride routes to observe and to gather data for annual performance evaluations, route changes, and student management concerns

Research, organize data, and conduct annual performance evaluations for team members

Conduct employee conferences regarding complaints, letters of commendation, interpersonal conflict between bus driver and bus assistant, etc.

Assist the Director and Assistant Director with preparation and presentation of materials and attend all departmental in-service meetings

Assist the training department in preparing and conducting additional employee training necessary to meet the needs of individual students

Assist the training department in working traffic accidents if needed

Periodically monitor school bus lanes to evaluate traffic flow and safety issues

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- Observe arrival times, student behavior, and loading or unloading of students at bus stops and campuses
- Investigate challenges to the two-mile rule for eligible free busing by driving between the students' residences and their respective campuses
- Create and maintain records and reports required by the school district, state, and federal agencies
- Receive phone calls, emails, and voice mails related to route, bus, student, and employee issues and respond accordingly
- Meet with school administration in relation to bus personnel and student issues
- Maintain confidentiality in accordance with Plano ISD policies and guidelines
- Meet with appropriate district administrative personnel in relation to grievances, complaints, etc.
- Review routing efficiency and any routing concerns with Manager of Routing
- Review operational safety concerns with Safety Manager
- Coordinate with Motor Pool regarding bus video equipment, seat belts, safety vests, wheelchair tie downs, seat removal or repositioning
- Attend meetings and contribute periodically to the development and modification of the Transportation Employee Handbook and other training materials
- Track employee attendance and punctuality
- Compile data for required reports
- Participate in the new applicant interview process
- Assist in the acquisition and assembling of apartment maps with route sheets
- Attend department related continuing education programs as required by the Director or District Administration, and gain continuing education experience in related fields
- Coordinate start of year preparation with all campuses
- Follow all rules, laws, guidelines, regulations, and policies of Plano ISD and follow directives from supervisors
- Follow attendance policy as assigned by supervisor and in accordance with PISD policy and procedures
- Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

School buses, equipment trucks, and other district vehicles; fuel dispensing pumps; wheelchair lifts; computers, video equipment, and other office machines; two-way radio

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Working Conditions:

Physical Demands:

Must possess physical dexterity and strength to safely operate bus, including steering, operating pedals, prolonged sitting, shifting gears, and opening doors; must be able to lift and carry up to 50 pounds; must be able to lift hood of bus; properly pre-trip bus; climb up on fender or bumper; be able to bend and look under bus for problems; fuel bus; scrape ice/snow off of windows and mirrors; vision corrected and maintained at 20/40 depth perception; hearing is a minimum of 10/15 by whispered voice, hearing aid is permissible

Does not use a controlled substance, amphetamine, narcotic, or any other habit-forming drug, except if prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties; and who has advised the driver that the prescribed substance of drug will not adversely affect the driver's ability to safely operate a motor vehicle

Mental Demands:

Must be able to maintain emotional and mental control under stress; maintain concentration in fast-paced workplace; and to establish a good sense of direction

Environmental Factors:

Must be able to work in inclement weather, outside and inside in heat or cold; tolerate excessive noise, intermittent stressful conditions, fumes, smoke or gases, grease and oils; must be able to work around machinery with moving parts; work around moving objects or vehicles

Acknowledgment:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 12/16/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____