



Job Title: **Manager – Route**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is 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.

ESSENTIAL JOB FUNCTIONS

- Serves as a first-line respondent to crisis incident prevention, planning, and preparedness pertaining to school bus operations.
- Instructs and certifies 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.
- May act as a School Bus Operator or Assistant.
- Instructs and certifies school bus drivers and aides in CPR and Standard First Aid.
- Oversees the Drug and Alcohol Testing Program in areas of responsibility.
- Investigates accidents involving school buses and other District-owned vehicles and prepare accident reports for the Florida Department of Education and District Risk Management Department.
- Assigns substitute bus operators and assistants to cover bus routes in the absence of the regular operator or assistant.
- Supervises and assigns bus assistants to Exceptional Student Education (ESE) buses where needed.
- Assists in the preparation for collective bargaining negotiations.
- Assists in managing and overseeing the administration of agreements resulting from collective bargaining negotiations.
- Administers progressive discipline to bus operators or assistants when necessary in accordance with contract language and School District rules.
- Verifies information submitted by bus operators and assistants on time cards and set-up time worksheets, and facilitates entering time card information into the payroll system.
- Supervises annual and sick leave for bus operators and assistants.

- Organizes and delivers information essential to the transportation operation.
- Prepares the Florida Education Finance Program (FEFP) Transportation Survey four (4) times per year, checking the accuracy of information reported by bus operators.
- Assists with radio dispatch communication with buses.
- Conducts railroad crossing and stop arm violation surveys and compiles information.
- Assists clerical personnel with field trip assignments.
- Administers State Department of Education Dexterity Test yearly to all school bus operators.
- Coordinates and conducts yearly transportation in service and other periodic training for bus operators.
- Conducts, periodically, route observations to check road and other conditions, vehicle operation and safety practices, as well as drivers' compliance with routes and state and local laws and regulations.
- Investigates and responds to requests for additional stops or stop changes.
- Coordinates and conducts bid sessions on routes for bus operators and attendants.
- Assists in the preparation of safety policies and procedures and coordinates and conducts periodic safety meetings with bus operators.
- Prepares bus route packages for all programs.
- Coordinates transportation for special programs; such as, Neighborhood Learning, Saturday Scholars, After-School Programs, OJT, special events, and others.
- Investigates hazardous road conditions, reports to law enforcement officials, and makes route changes as necessary in the event of adverse road conditions.
- Operates bus routing computer system, generating, updating, and maintaining route information for schools, bus operators, and transportation office, and ensures that bus routing information is available and accurate for Internet access.
- Schedules hours to ensure Manager is on duty from 4:30 a.m. to 7:00 p.m., and is on call during all other hours of the day.
- Maintains twenty-four (24) hour on-call availability for transportation situations requiring immediate attention.
- Acts as a liaison between transportation employees and school personnel as well as parents and concerned citizens.
- Keeps the Director informed of potential problems or unusual events or the need for change in rules or policies.
- Responds to inquiries or concerns in a timely manner.
- Maintains expertise in assigned areas to fulfill goals and objectives.
- Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
- Promotes and supports professional growth for self and others.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Assists in developing the department budget and the assignment of the school bus fleet.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment and disciplinary action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Consistently represents the District in a positive and professional manner.
- Addresses all related questions, concerns, and requests.
- Performs other duties as assigned

MINIMUM REQUIREMENTS

- High School Diploma or equivalent.
- Associate Degree from an accredited college or university preferred.
- Five (5) school years of experience as a school bus operator.
- Equivalent combination of training and experience.
- Possess valid Commercial Driver License (CDL) with “P” endorsement and Bus Operator’s Certificate mandated by the Department of Education (DOE).
- Able to possess current American Red Cross Certification for First Aid and CPR.
- Able to possess state of Florida Basic and Advanced School Bus Driver’s Instructor Certificate.
- Certified in Supervisory Training on Drug and Alcohol Testing as mandated in federal guidelines.
- Possess a Certificate showing completion of the National Safety Council Defensive Driving Instructor Course.
- 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

- Requires the ability to display considerable knowledge of the operation of school buses, preventative maintenance procedures and practices, occupational hazards, and safety precautions relating to the transportation of students.
- Requires the ability to display knowledge of population factors affecting the need for transportation and applicable laws and regulations governing school bus operation.
- Requires the ability to instruct drivers in proper bus operation, safety precautions, preventative maintenance, defensive driving habits, and first aid.
- Requires the ability to plan safe, economical, and efficient bus routes, keep necessary records, enter information into a computer, and prepare adequate written reports.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units, reporting to the department administrator.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: