

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SUPERVISOR, Transportation Routing

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Associate's Degree preferred.
- Three (3) years of transportation experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Extensive knowledge of all areas of Seminole County.
- Skilled in problem solving, human interaction, and conflict management.
- Ability to work cooperatively and with a variety of personnel and the public.
- Ability to use a two-way radio.

SUPERVISION

REPORTS TO SUPERVISES Assistant Director of Transportation Services and/or Designee
Assigned Personnel

POSITION GOAL

To supervise routers, clerical staff, and Edulog personnel in the routes and scheduling area and to prepare and maintain a system of routes and schedules for all school buses in accordance with Florida Statutes, Florida Administrative Code, Board Policy, and Transportation Services Department procedures.

PERFORMANCE RESPONSIBILITIES

1. *Supervise and evaluate designated Transportation Services employees.
2. *Implement school bus scheduling and routing procedures.
3. *Prepare, distribute, and supervise bus routes including stops and time of pick-up and delivery at each stop for all buses.
4. *Represent the Transportation Services Department in working with Exceptional Student Support Services staff in locating and placing exceptional students in need of transportation services and attending meetings pertaining to school bus transportation.
5. *With a sound understanding of the various exceptionalities of exceptional students needing transportation services, develop bus routes to accommodate student's needs accordingly.
6. *Supervise and adjust routes and busloads to comply with Transportation Services Department requirements.
7. *Develop and maintain up-to-date route files on all buses.
8. *Work with area managers to investigate complaints from parents, the public, and others regarding the placement of school bus routes, stops, and the failure of drivers to maintain uniform and punctual schedules.
9. *Communicate with the public, school bus drivers, and other members of the Transportation Services Department staff and provide direction in a manner that promotes maximum rapport.
10. *Assist with the preparation of reports for Florida Educational Finance Program (FEFP).
11. *Develop and provide in-service and pre-service professional development for bus drivers, as needed.
12. *Exercise maximum regard for the safety, welfare, emotional, and education needs, and the physical/mental limitations of exceptional students in the design of bus routes.
13. *Evaluate and adjust established schedules to ensure adherence to regulations and policy.
14. *Assist and advise school principals in the analysis of pedestrian and vehicular safety in the immediate areas of schools and coordinate requests for crossing guards with the Seminole County Sheriff's Office.
15. *Formulate transportation plans for new schools for recommendation to the Superintendent.

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16. *Represent Transportation Services at meetings involving transportation issues, including community, school-based, and district, as needed.

17. Perform other duties as assigned by the Assistant Director of Transportation Services and/or designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer Programs, Telephones, District Vehicle, Cell Phones

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 constantly to move objects.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Climbing

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Balancing

Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.

Bending

Lowering the body forward from the waist.

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling

Bending legs at knee to come to a rest on knee or knees.

Reaching

Extending hand(s) and arm(s) in any direction.

Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.

Pulling

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Grasping

Applying pressure to an object with the fingers and palm.

Feeling

Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-H-13 \$45,029 - \$76,930

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 06
Function 7800
Job Code 2117
Survey Code 78007

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

March 10, 2020

ADA Information Provided by Julie Murphy
Position Description Prepared by Julie Murphy

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.