

## Openings as of 5/1/2025

### ***TRANSPORTATION OPERATIONS SPECIALIST (fFY26 POSITION BEGINNING JULY 1, 2025)***

JobID: 2996

**Position Type:**

TRANSPORTATION/SUPERVISOR

[Email To A Friend](#)[Print Version](#)**Date Posted:**

4/17/2025

**Location:**

Operations: Transportation

**POSITION SUMMARY**

The Operations Specialist ensures smooth and efficient operation of the pupil transportation system by overseeing all aspects of bus operations, including scheduling, dispatching, safety, training, and compliance. This role provides leadership to bus drivers, bus monitors, and other transportation staff, maintaining high standards of safety, customer service, and operational efficiency. The Operations Specialist collaborates with school administrators, parents, and external stakeholders to ensure the timely and safe transportation of students. Additionally, this position plays a key role in the ongoing development and evaluation of transportation services and procedures.

**ESSENTIAL DUTIES**

- Oversee and manage the daily operations of bus routes, ensuring they align with school schedules and safety requirements.
- Dispatch buses on scheduled routes and adjust routes as necessary due to traffic, weather, or other operational challenges.
- Monitor and maintain the dispatch system to ensure accuracy in bus schedules and driver assignments.
- Supervise, mentor, and evaluate bus drivers, monitors, and other transportation staff to ensure high performance and adherence to safety protocols.
- Lead training programs for new hires, current staff, and special needs personnel, ensuring compliance with state and district regulations.
- Provide ongoing coaching and remediation to staff members who may need additional support or training.
- Ensure all drivers and transportation staff follow safety protocols and adhere to federal, state, and district regulations.
- Perform regular safety audits, including field observations of drivers and buses, ensuring that safety standards are being met.
- Investigate accidents and incidents, prepare detailed reports, and make recommendations for corrective action.
- Maintain up-to-date records of driver certifications, training, accident reports, and compliance documentation.
- Act as a liaison between the transportation department, school staff, parents, and other stakeholders to address transportation-related concerns.

- Handle parental complaints and concerns regarding bus routes, schedules, student behavior, or safety, ensuring prompt resolution.
- Communicate effectively with school administrators regarding transportation needs, delays, or changes in scheduling.
- Work closely with the Operations Manager, Routing Department and other key stakeholders to adjust routes based on feedback and operational requirements.
- Ensure timely and accurate updates to school bus schedules, accounting for any changes due to school events, weather, or other disruptions.
- Collaborate with special education staff to ensure that students with special needs receive appropriate transportation services, including bus accommodations and safety features.
- Oversee training in lift bus operations, wheelchair tie-downs, car seat and harness attachment, and other special needs-related procedures.
- Maintain detailed records on driver attendance, time sheets, training, accidents, and other key operational data.
- Prepare and submit reports to transportation management, school administration, and other relevant stakeholders as needed.
- Lead in-service meetings, community safety events, and state-required road safety drills. May be required to transport students on field trips, sporting events, or other extracurricular activities to ensure operations run smoothly.
- Be available for on-call duties and respond to emergencies, including transportation issues during adverse weather, accidents, or other unexpected situations.
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

**KNOWLEDGE, SKILLS & ABILITIES**

- Ability to manage multiple tasks simultaneously in a fast-paced
- Strong problem-solving and critical thinking skills to handle operational challenges.
- Knowledge of transportation management software, GPS systems, and dispatching technology.
- Proficiency in using Microsoft Office Suite and other relevant technology.
- Ability to effectively resolve conflicts and handle sensitive or difficult situations with professionalism and tact.
- Strong leadership and mentoring skills to foster a positive and productive work environment.
- Strong knowledge of state, federal, and local regulations, including FMCSA, DOE, and APS safety policies and procedures.

**MINIMUM REQUIREMENTS****EDUCATION:**

High School Diploma or GED required.

Associate's degree in Transportation, Logistics, or related field with 3 years of computer experience (Microsoft Excel, Word, Outlook, Windows) preferred.

**CERTIFICATION/LICENSE:**

Georgia Class B Commercial Driver's License (CDL) required.  
Passenger (P) and School Bus (S) endorsements required within 6 months of hire  
Georgia Department of Education (DOE) Trainer certification preferred. First Aid/CPR  
Certification preferred.

**WORK EXPERIENCE:**

Minimum of 5 years of experience in K-12 transportation or related field (military, transit, or another transportation sector).  
At least 2 years of supervisory or leadership experience in transportation or a related field.

**COMPENSATION**

Salary Grade: 126

Salary Range: **FY'24-25 APS Salary Schedule (All Positions)**

Work Year: Annual (252-Day)

**PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods. Requires good near or distant vision. Requires distinguishing colors and/or depth perception to judge distances.

**Hearing:** Ability to tolerate exposure to noisy conditions

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, gripping, feeling, seeing/observing and carrying. Must exert over 100 pounds of force occasionally, over 50 pounds of force frequently, and/or over 20 pounds of force constantly to move objects.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; Regular exposure to weather, including heat, cold, dampness, and/or humidity.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress

**Additional Work Conditions & Physical Abilities:** Will require travel to multiple sites. Extended hours may be required depending on each situation. Must understand and

**have full knowledge of the occupational hazards in using power tools and equipment and of necessary safety precautions. Requires extensive safety training and/or protective devices.**

**The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.**

**This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.**

FMLA regulations require all employers to post the [updated FMLA notice](#).

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