ASSISTANT TRANSPORTATION SUPERVISOR

- **Position Type:** TRANSPORTATION
- **Date Posted:** 6/25/2024
- **Location:**
  Operations: Transportation

**POSITION SUMMARY**
The Assistant Transportation Supervisor provides leadership and ensures daily bus operations are within high standards. This position coordinates and oversees training, remedial, safety, and instructional programs for school bus drivers, including State and District required training and testing. This position assists supervisors with daily operational activities, including schools, bus drivers, bus assistants, routing, in-field observations, and parent response. This position is a critical emergency position and is on-call.

**ESSENTIAL DUTIES**
- Dispatches buses on various routes based on school schedules.
- Provides classroom, range, and road training to transportation employees and emergency road assistance to drivers.
- Performs office work, including creating written reports; communicates with administration, parents, and teachers.
- Maintains and updates dispatch system and school bus schedules for safe student pick up and drop off.
- Assists Transportation Supervisor with supervision, performance evaluations of bus drivers, operators, and monitors, coordination of safety training, new hires, special needs policies, and managing parental complaints.
- Collaborates and assists with developing, monitoring, and evaluating bus routes.
- Verifies time and attendance records and maintains timesheets.
- Determines the feasible aid of transportation for special needs students.
- Investigate accidents and file reports under the direct supervision of the Transportation Supervisor.
- Required to have prompt, regular attendance in-person 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**

• Knowledge of state laws, rules, and regulations on safe bus operation.

• Demonstrated ability to communicate clearly and concisely verbally and in writing to various audiences.

• Demonstrated ability to listen and understand and to make independent decisions.

• Demonstrated ability to apply established technology solutions.

• Demonstrated ability to work with internal and external customers.

• Demonstrated ability to solve problems effectively.

**MINIMUM REQUIREMENTS**

**EDUCATION:**
High School Diploma or GED required.

**CERTIFICATION/LICENSE:**
Georgia Class B Commercial Driver’s License (CDL) required.
Passenger (P) and School Bus (S) endorsement within 6 months of hire required.
Georgia Department of Education trainer preferred.

**WORK EXPERIENCE:**
2 years of work experience in K-12 transportation, military, transit, or another form of transportation required.

**COMPENSATION**
GRADE: 122  
WORK DAYS: Annual  
SALARY  

**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.