



Job Title: Road Supervisor

Department: Transportation
Reports To: Director of Transportation
Grade: MT-09
Number of Days: 12 Months
Security Access: All transportation areas, terminals (East, West, North and South) Buildings (Main, A, B, C, D, and E)
Current Date: April 14, 2016
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Performs a wide variety of critical and essential safety & customer service duties, to include assisting during emergency and non-emergency transportation events, addressing immediate transportation challenges such as driver issues, parent/community concerns. Responsible for providing road observations/check rides working with managers, staff, drivers on route investigations, student behavior issues, accident investigations, etc. Attends IEP meetings when necessary. Monitor and review digital video from school buses and oversee student disciplinary action if necessary.

Minimum Qualifications:

- HS Graduate or GED.
- Must possess or willing to obtain a commercial drivers' license, (CDL) class B with passenger and air brake endorsements and a state of Oklahoma School Bus Driver Certificate.
- Current drivers to be considered must not have had a preventable school bus accident, no disciplinary action within the last 12 months, positive attendance record (no unscheduled/unapproved absences within the last 12 months)
- Minimum of one year bus driving experience, exceptions may only be granted by the Director of Transportation or his/her designee.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Interacts daily with drivers, attendants other employees school officials to ensure service requirements and obligations are met.
- Monitors on-time performance. Communicates routing issues, emergency situations, accidents/incidents, unsafe conditions/acts or any other event that will disrupt service to the customer.
- Coordinates in a professional manner with school officials to insure safe and efficient pupil transportation services.
- Attend and participate in the IEP process as needed.
- Audit training records to insure compliance.
- Assist drivers with any student behavior issues that arise.
- Audit Transportation to insure compliance of policy, procedures, etc.
- Work with routing with regards to stop issues, route timeliness, parent concerns, etc.
- Perform Road Observations and check rides on routine basis.
- Work with district, schools, parent, and students to resolve service issues.
- Work with other staff in conducting routine audits.
- Conduct routine inspections of driver/monitor qualifications.
- Conduct daily pre-trip audits reporting any defects to maintenance.
- Inform manager of any communications, personnel, of incidents that may be (or become) problem areas and effect the daily operations.
- Participate as part of an emergency response network when there is a problem.
- Submits required reports and paperwork to supervisor in a timely fashion, which will include daily work log.
- Cooperates with other members of the management team to insure the continuation of a safe and smooth operation.
- Reports all major problems and/or irregularities to the manager or supervisor.
- Encourages compliance with district policies and processes. Discusses any breach of policy and procedure noted with supervisor.
- Communicate professionally and effectively with school officials, parents, students, drivers, monitors and district personnel to resolve relative issues.
- Obey all Federal, State, Local laws and the "policies and guidelines" of District.
- Complete special projects as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- General computer skills
- Excellent communication & public relations skills
- Excellent people skills
- Able to handle multiple tasks easily
- Comfortable in working with district officials
- Knowledge of school bus safety/training preferred.

Supervisory Responsibility: Conducts ride a-longs, road observations, counsel drivers

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Travel – 80% Traveling
- Office
- Outside environment.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.