



**Job Title:                    Transportation RQ Supervisor**

**Department:**            Transportation  
**Reports To:**             Support Operations Supervisor  
**Grade:**                    CA-14  
**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:**           November 21, 2016  
**Overtime Status:**       Non-Exempt

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**Position Summary:** Under direct supervision, reviews and books all activity requests. Receives incoming RQ service calls on a daily basis. Communicates with districts/schools in an effort to provide the best activity transportation possible. Develops and submits billing to appropriate groups. Tracks and chases outstanding invoices, performs year-end closings.

**Minimum Qualifications:**

- HS Graduate or GED.
- Must possess or willing to obtain a commercial driver’s 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), 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. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepare accurate and properly formatted materials for supervisor’s approval; ensure that clearances and signatures have been obtained when needed.
- Sets up and assigns all school RQs with operations.
- Works with routers and/or personally route RQs to insure that all activities are routed in the most time/cost efficient manner.
- Maintain recurring internal reports and records as needed
- Prepare all billing for all activity, RQs, etc.
- Maintains constant communications with school clerks to insure all information is accurate and complete before invoicing.
- Manually audit, prepare and process invoices for billing.

- Audit various accounting aspects as needed.
- Design and build spreadsheets as needed.
- Ensure information from drivers regarding trip data is collected and in a timely manner.
- Communicate professionally and effectively with parents, school officials, and district personnel to resolve issues relating to transportation.
- Search for ways to improve the district, its workplace, and informing management of these suggestions
- Maintain positive customer relations with schools to insure that all activities are requested in a timely manner.
- Complete special projects as assigned.

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

- Keyboarding experience mandatory.
- Ability to utilize a computer keyboard and to utilize word processing for records is necessary.
- Basic knowledge of basic bus operations, State, Federal and local laws.
- Familiar with city and county school districts.
- Excellent communications, employee relations skills.
- Excellent phone and customer service skills a must.

**Supervisory Responsibility:** Administers, assigns drivers, addresses billing concerns

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

- Normal office environment with little travel to terminals and school locations

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