



## Columbia County School District Job Description

<b>Position Title:</b> Bus Manager		
<b>Department:</b> Transportation	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Grade M	<b>Pay Type:</b> Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Director of Transportation		

### MINIMUM QUALIFICATIONS

The Transportation Department of Columbia County Schools is seeking a bus manager to provide guidance, resources, training, and management of first line employees who provide direct services to the supported schools and students (bus drivers, monitors, aides).

**Qualifications:** High school diploma or equivalent required. Associates or Bachelor’s degree in related field preferred. Valid Georgia Class C License required; Valid Commercial Driver’s License (CDL) preferred. Minimum two years’ experience in the logistics industry or a related field; Minimum two years’ experience of direct supervision of ten or more employees.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

Responsibilities include dispatch communications to the school system and community; route planning and daily operations; training, management of team captains, bus drivers, monitors, and aides; safety operations; and assessment of daily operations and subordinate support and guidance.

The Special Needs Bus Manager will provide support to the Special Needs team of drivers and aides through the three Special Needs Team Captains. The SPED Bus Manager will support by maintaining on-call availability at 5 a.m. each morning, throughout the scheduled workday, and until 8 p.m. each evening. The SPED Bus Manager will rotate hours with the two General Education Bus Managers each quarter: 6 a.m. – 3 p.m.; 7:30 a.m. – 4:30 p.m.; 8:30 a.m. – until the last bus is parked. The Safety Team of Bus Managers and the Assistant Director of Transportation set schedules. All Bus Managers are available to assist the Transportation staff, school staff, and community with support and management of front-line employees.

Bus managers are responsible for data input of route information and updates provided by the driver teams to keep current information available. The Special Needs Bus Manager provides requested reports to the Special Services Department in a timely manner. Bus Managers provide coaching for front-line employees, and evaluate and monitor job performance of the team members under their supervision. Evaluation includes attendance, timekeeping records, skills, safety, and other areas related to job performance.

Bus managers are a part of the Safety Team responsible for planning coverage of all routes and employee vacancies on a daily basis (driver, aides, and monitors). Bus Managers must have excellent customer service skills in a fast-paced environment. The safety Team meets daily for pre-planning and is responsible for communication to the Director of Transportation.

## IMPORTANT NOTES

### ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** June 2017