Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 2/27/2024

Supervisor, Area Transportation (Field Trips)

Pay Scale: B
Level: 12
FLSA Status: Exempt
Job Family: Transportation
Primary Location: Transportation

Department Overview
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
The Area Transportation (Field Trips) Supervisor manages one or more operational programs in the Transportation Department. This position is tasked with ensuring the safe and efficient transportation of school children in an operational program or programs. This position provides employee training, and oversees other programs as needed.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Manages day-to-day field trip operations and pupil transportation programs
- Develops bus routes and familiarizes drivers with new or revised routes and monitors routes for safety and efficiency
- Instructs bus drivers regarding student disciplinary management and safety procedures related to the transportation of school children including the use of safety devices, approaching stops, loading and unloading, and the use of emergency equipment
- Instructs drivers in the operation of the vehicle, including shifting of gears, turning movements, backing up, braking and use of mirrors
- Substitutes for bus drivers when needed and performs related work as directed

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Three (3) years of supervisory or management experience

Licenses and Certifications

Virginia Commercial Driver's License with school bus endorsement required

In the state of Virginia (VA Code Section 46.2-341.4), and specifically when referencing the commercial driver's license (CDL), an "employee" is defined as:

a payroll employee

a person employed under a lease or contract or,

a person who has applied for employment and whose employment is contingent upon obtaining a CDL.

A satisfactory pre-employment physical examination, controlled substance testing, and a completed physician's certificate (School Bus Driver's Application for Physician Certificate, form EB.001) are required under the provisions of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education and Federal Motor Carrier Safety Administration (FMCSA).

Controlled substance testing, annual physical examinations, and random tests for use of controlled substances and alcohol, as prescribed by the Federal Motor Carrier Safety Administration (FMCSA), Virginia Board of Education, and Loudoun County Public Schools are a condition of continued employment.

Under the provision of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education, furnish a statement or copy of records from the Department of Motor Vehicles showing that, within the preceding five years, that there are you have not been convicted of a charge of driving under the influence of intoxicating liquors or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony, or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to § 18.2-271.1 of the Code of Virginia and/or, within the preceding 12 months, have not been convicted of two or more moving traffic violations or have not been required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to § 46.2-498 of the Code of Virginia.

Knowledge, Skills and Abilities

- Knowledge of school bus operations, traffic and highway safety rules and regulations, pupil transportation, personnel management and/or school fleet maintenance and management
- Ability to communicate effectively with students, staff and parents; demonstrate excellent written and verbal communication skills; carry out written and oral instructions; and operate a two-way radio
- Possess strong time management and organizational skills
- Exhibit the ability to establish and maintain effective working relationships
- Ability to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment
- Experience in pupil transportation, personnel management, or school fleet maintenance and management
- Good oral and written communication skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), LCPS is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.