



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Bus Driver Manager
SCHOOL/DEPARTMENT	Transportation
SALARY	Salary Grade 68 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Assistant Director of Transportation
SUPERVISES	Bus Drivers
WORK WEEK SCHEDULE	Monday – Friday or other hours as assigned
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Bus Driver Manager is responsible for facilitating the safe and efficient operation of school bus transportation in the school district and in support of the Chapel Hill/Carrboro school district.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Through knowledge of the principles and practices of school transportation
- Comprehensive knowledge of the hazards and safety precautions of large scale operations
- Comprehensive knowledge of business practices applicable to transportation
- Ability to plan and supervise the work of others
- Ability to establish and maintain effective working relationships with school officials, associates, parents and the general public

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's Degree or additional course work from an accredited institution in transportation management or related field
- Five (5) or more years of experience in school bus management in a public school district
- Experience driving school buses
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess and maintain a valid North Carolina Class A or Class B Commercial Driver's License with school bus certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution in a management related field

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Resolve conflicts between drivers/drivers, drivers/parents, drivers/administrators, drivers/students
2. Conduct meetings with school bus drivers, parents and administrators as necessary
3. Evaluate routes and pupil stops for safety and efficiency
4. Promote public relations with schools and community
5. Tabulate student counts and busloads for NC accounting processes and for daily efficiency
6. Administer the placement of school bus drivers
7. Monitor road and weather conditions in inclement weather
8. Evaluate school bus parking locations
9. Confer with parents and citizens regarding pupil transportation issues
10. Responsible for reporting incident reports regarding Worker's Compensation
11. Distribute and audit the Time and Mileage report
12. Prepare and conduct driver in-service meetings
13. Respond to school board inquiries
14. Drive a school bus during times of driver shortages
15. Coordinate the use of video cameras where used
16. Create and maintain school bus routes
17. Perform inspection of school buses for cleanliness and proper, legal elements.
18. Work as a liaison with traffic engineering on road closures
19. Remain current regarding state and federal regulations and upgraded computer technology
20. Perform additional duties as requested by the Director or Assistant Director of Transportation

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*