

80005
UNIFIED SCALE-SCHEDULE H

BUS DRIVER SUPERVISOR

Definition

Supervises bus drivers and transportation attendants within a team by communicating, distributing/collecting, interpreting, and explaining administrative and operational information and procedures; drives a bus as necessitated by operational requirements; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Supervises all bus drivers and transportation attendants, as well as oversees all bus operation tasks within a team; drives a bus as necessitated by operational necessity; assists with driving any route within the assigned team distributes and collects time and attendance forms, end-of-year driver count of students, and other statistical and survey reports, such as gas and oil consumption and mileage; distributes new and revised route descriptions and provides guidance and assistance to bus drivers in their use; serves as a communications link between bus drivers and supervisors; and assists with resolving issues related to notification of field trip opportunities, delivering supplies, and explaining basic maintenance and operating procedures to substitute drivers; and participates in state and county evaluation process and annual ride-along evaluation of drivers and attendants.

Supervision Received /Given

Receives limited supervision from a transportation supervisor. Supervises, evaluates, instructs, and assists lower-graded full-, part-time, and/or hourly employees, as assigned.

Education/Experience/Skills

Any combination of education, training, and experience equivalent to graduation from high school, minimum age requirement of 21 years, one year bus driving experience at the bus driver II or floater level, a valid driver's license and a five year, satisfactory driving record from the Department of Motor Vehicles that shows within the preceding five years, there have been no convictions of driving under the influence of alcohol or controlled substances, and no assignments to any alcohol safety action program or driver alcohol rehabilitation program; and within the preceding 12 months, the applicant has not been convicted of two or more moving traffic violations or has not been required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles, and has no charge of reckless driving with the previous 11 years.

Applicants must have a satisfactory preemployment physical examination and a completed physician's certificate (School Bus Driver's Application for Physician Certificate, form EB.001) which is required under the provision of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education) with controlled substance testing, annual physical examinations, and random tests for use of controlled substances and alcohol, as prescribed by the Virginia Board of Education and Fairfax County Public Schools (FCPS). Applicant must have possession of, or ability to obtain, a commercial driver's license (CDL) from the state in which the driver resides.

Ability to adhere to FCPS policy regarding meeting qualifications for physical and/or health requirements and maintaining certifications pertaining to school bus operations. Must possess or have the ability to learn; state regulations and laws pertaining to the operation of school buses.

Education/Experience/Skills (continued)

Ability to read and speak the English language sufficiently to converse on the two-way radio; with bus riders, public officials, and general public; ability to read a standard road map and have knowledge of the local street and road system of Fairfax County. May require interstate travel. Successful completion of the driver-training program offered by the FCPS. Ability to interact positively with, gain respect of, and maintain discipline over student passengers to ensure that behavior is controlled and not distracting to safe driving; ability to assist special needs student riders; ability to work with school bus attendants in managing all riders; ability to drive any size or type school bus in the fleet; knowledge of safe, proper, and courteous motor vehicle operating procedures; ability to read, understand, and carry out oral and written instructions; and sufficient strength, agility, dexterity, visual acuity, and ocular-motor reaction time to operate a school bus at all times including emergency situations. Among the essential functions of this job is regular attendance, punctuality in reporting to work, and timely submission of attendance and leave requests.

Additional Requirements

Licensed to operate a commercial motor vehicle, as defined below, and possess a CDL-B with P and S (passenger and school bus) endorsements. Successful completion of FCPS bus driver training is required. Successful completion of the FCPS Transportation Academy or approved alternate program may be required within two years of hire.

"Commercial Motor Vehicle" is defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle has any of the following:

1. A gross vehicle weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds.
2. A gross vehicle weight rating of 26,001 or more pounds.
3. Is designed to transport 16 or more passengers, including the driver.
4. Is of any size and is used in the transportation of hazardous materials requiring placards.



Revised: January 2017