Job Title: Transportation Route Supervisor **Exemption Status: Non-Exempt**

Reports to: Operations Supervisor **Date Revised:** October 2026

Dept./School: Transportation **Pay Grade:** MT09

Primary Purpose:
Responsible for the development, evaluation, and maintenance of safe, efficient school bus routes across the district. This position ensures transportation operations comply with all applicable federal, state, and local regulations while optimizing routes for cost-effectiveness and performance. The Route Supervisor works closely with school administrators, transportation staff, and the community to deliver reliable, timely, and fiscally sound student transportation services.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Clear and valid Texas driver's license with CDL certification and P and S endorsements
- Satisfactory annual driver's license and criminal history check
- Successful completion of all state and local training courses
- Must be at least 21 years of age

Experience:

- Minimum of three (3) years of transportation-related experience, including experience as a certified school bus driver
- Experience using Transfinder routing software or similar transportation routing systems, preferred

Special Knowledge and Skills:

- Effective communication skills (e.g., telephone, two-way radios, written, etc.).
- Ability to verbally interact with staff, parents, and the public in a positive manner.
- Ability to multitask in a high-pressure environment.
- Ability to work under pressure and prioritize effectively while maintaining composure and responding in an appropriate manner.
- Ability to quickly gain knowledge of a variety of computer-based programs to facilitate job responsibilities.
- Maintain confidentiality of information.
- Ability to receive and give written and verbal instructions effectively.
- Ability to read and understand documents, including policies and procedures manuals
- Ability to pass annual and random Dept. of Transportation physical/drug and alcohol testing.
- Proficient map reading skills.
- Ability to effectively perform as a substitute driver or bus aide as needed.
- Proficient skills in operating a personal computer, utilizing Microsoft Office applications, Google, Internet maps, and basic Internet navigation.
- Capable of responding in emergency situations.
- Ability to physically perform front- and rear-door bus evacuations.
- Ability to attend professional development classes as assigned.

Major Responsibilities and Duties:

1. Coordinate and maintain all routes as assigned.
2. Supervise route drivers as assigned.
3. Maintain a written record of meetings with drivers to discuss any rule violations and complaints.
4. Investigate and resolve complaints and concerns.
5. Request and review videos as needed.
6. Perform as a sub driver, aide, or dispatcher as needed.
7. Follow all rules and directives for bus drivers and aides when substituting on a route.
8. Prepare each bus route to ensure the written route description is functional.
9. Prepare and update maps showing areas served by each bus.
10. Record, copy, file, and distribute route information, instructions, bulletins, notices, memos, and messages to staff and drivers as needed.
11. Notify drivers, students, and parents of any changes to a student's transportation, such as pick-up and drop-off locations, bus number, or pick-up and drop-off times.
12. Conduct an annual evaluation of assigned drivers' performance.
13. Answer, document, and route internal and external telephone calls.
14. Monitor, document, and respond appropriately to emergency calls and situations.
15. Attend and assist with driver in-service as assigned.
16. Assist with routing McKinney-Vento program as assigned.
17. Recommend route and driver changes as necessary.
18. Assist in coordinating and routing after-school and summer school programs as assigned.
19. Assist in maintaining route schedules as assigned.
20. Instruct drivers as to their routes and schedules.
21. Assist with student count for local and state reports.
22. Perform other duties as assigned by the Director or designee.

Supervisory Responsibilities:

Supervise routes and drivers as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher; and radio communication equipment.
Posture: Ability to sit for prolonged periods; occasional bending/stooping; pushing/pulling; and twisting.
Motion: Prolonged sitting and reaching; repetitive hand and arm gestures.
Lifting: Occasional light lifting and carrying (less than 25 pounds).
Environment: Frequent, prolonged, and irregular hours; rotate early and late shift work as assigned; work outside and inside with moderate exposure to extreme temperatures and weather conditions.
Mental Demands: Maintain emotional control under stress; work with frequent interruptions.

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____