



INTEGRITY STUDENT TRANSPORTATION SERVICES, LLC

JOB DESCRIPTION

JOB TITLE:	Operations Supervisor
JOB TYPE:	Full Time – FLSA Exempt
LOCATION:	Columbia, South Carolina
COMPENSATION:	Grade C
SCHEDULE:	240 Days
REPORTS TO:	General Manager
DATE REVISED:	November 2018

GENERAL DESCRIPTION

Under limited supervision, assist the General Manager with the administrative, supervisory, and operations functions of the company.

MINIMUM REQUIREMENTS

- High school diploma/GED or a minimum of three (3) years of related administrative experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Must be able to obtain a valid Commercial Driver's License (CDL) equivalent to a Class B with passenger "P" endorsement, school bus "S" endorsement, with no air brake restriction within six (6) months of employment.
- Must be able to obtain a valid South Carolina School Bus Driver Certificate within six (6) months of employment.
- Must be able to pass a US Department of Transportation (DOT) medical examination within six (6) months of employment.
- Must be able to obtain certification as a SDE behind the wheel school bus driver trainer and physical performance test administer within three (3) years of employment.
- Submit to and clear employment, safety, 10-year motor vehicle record (MVR), SLED, FBI and sexual offender background checks.

PERFORMANCE RESPONSIBILITIES

- Ability to assume responsibility without direct supervision.
- Assist the General Manager to oversee the daily operation of throughout the school year and/or summer, ensuring compliance with applicable laws, regulations, policies, procedures and standards of safety.
- Responsible for the supervision of school bus operators and other assigned staff. Supervisory duties include but not limited to the following: instructing, assigning, reviewing and planning work for transportation staff and bus operators and monitors; maintaining standards; coordinating activities; assisting in the selection of new employees; assisting the Transportation Manager in the resolution of employee problems.
- Responsible for daily employee absence coverage.
- Reviews the work of subordinates for completeness and accuracy; evaluates, offers advice, assistance and makes recommendations to the General Manager as appropriate.
- Assist with the management of the company safety/training program to include but not limited to reviewing qualifications of applicants driving records; plan, schedules and conduct the "initial" and "re-certification" phases of the training process; maintain accurate records of applicants, training program participation, test results, and driver licenses as per SDE and DMV policy.
- Coordinates the routing, scheduling and assignment of school field/athletic trips and charter trips.
- Assist in the preparation of customer billing and reports.
- Operates general office equipment such as a computer, copier, calculator, etc.
- Operate a school bus/activity when needed.
- Performs other duties as may be assigned by the General Manager.

JOB DEMANDS

- Must be able to sustain a work load consisting of exerting 20 to 50 or more pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Must be able to frequently talk, walk, and use hands to handle or feel objects or controls. Occasionally required to stoop, lift up to 25 pounds, push or pull up to 125 pounds and climb stairs, . Specific vision abilities required includes distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Will be regularly exposed to fumes, odors and moderate noise.