



Job Title: Transportation Field Trip Supervisor

Exemption Status: Non-Exempt

Reports to: Operations Supervisor

Date Revised: April 2025

Dept./School: Transportation

Pay Grade: MT09

Primary Purpose:

To ensure the safe and efficient transportation of students by building, coordinating, and maintaining field trips for and effectiveness of drivers to service all campuses and departments

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Clear and valid driver's license with CDL certification and P and S endorsements
- Satisfactory annual driver's license and criminal history check
- Completion of all state and local training courses
- Must be at least 21 years of age
- Texas School Bus Driver Safety Training Certificate preferred

Experience:

- Minimum of two (2) years of experience in transportation-related activities and/or in the coordination of transportation for special events using transportation management system(s)
- Minimum of one (1) year of experience in school transportation preferred

Special Knowledge and Skills:

- Effective communication skills (i.e., telephone, two-way radios, written, etc.)
- Proficient in Compass Field Trip Software or other field trip software
- Ability to work under pressure as the workload is deadline driven
- 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 Department of Transportation physical/drug and alcohol testing
- Proficient map reading skills
- Ability to effectively perform as a substitute 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 all bus requests from campuses and departments for all extra-curricular trips.
2. Manage field trip planning software program.
3. Supervise field trip drivers as assigned.
4. Responsible for assigning drivers for all field trips.
5. Responsible for timely and accurate billing of field trips.
6. Provide maps and directions to all drivers for extracurricular trips as needed and establish the safest pick-up and drop-off locations for students.
7. Maintain records of all field trip requests and driver assignments.
8. Assist in completing reports for district and TEA filing.
9. Provide extracurricular trip lists to the Director, Assistant Director, dispatcher, and vehicle maintenance personnel.
10. Maintain a written record of meetings with drivers to discuss rule violations and complaints.
11. Investigate and resolve complaints and concerns.
12. Request and review videos as needed.
13. Assist in dispatch as needed.
14. Maintain a constant line of communication between the transportation department, shop, schools, departments, and administrative offices.
15. Collaborate with the lead trainer to maintain a district-approved list of drivers.
16. Follow all rules and directives for bus drivers and aides when substituting on a route.
17. Conduct an annual evaluation of the assigned drivers' performance.
18. Answer, document, and route internal and external telephone calls.
19. Monitor, document, and respond appropriately to emergency calls and situations.
20. Attend and assist with driver in-service as assigned.
21. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise employees 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, with occasional bending, stooping, pushing, pulling, and twisting.

Motion: Prolonged sitting and reaching, as well as repetitive hand and arm motions.

Lifting: Occasional light lifting and carrying (up to 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 and work effectively despite 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
