

**GOVERNMENT OF THE UNITED STATES  
VIRGIN ISLANDS  
DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
INTERNAL**

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Supervisor, Pupil Transportation

**LOCATION:** St. Croix District

*Interested persons should apply to:* **DIVISION OF HUMAN RESOURCES**  
[careers.stx@vide.vi](mailto:careers.stx@vide.vi)

**Deadline for applying:** July 6, 2018

**Salary Range:** \$37, 280      **GRADE:** SE-24      **STEP:** 1

**Union:** United Steel Workers-Supervisors

**\*\*Please note that this position is federally funded and is subject to the availability of funds\*\***

**DESCRIPTION**

This is administrative work involving the development and administration of a transportation program to meet the requirements of the daily instructional and extracurricular activities of the Department of Education. This position requires a professional level of education, training, and/or experience with some field work. An employee in this class receives general supervision from the Assistant District Superintendent of Schools, who gives general work assignments and checks work upon its completion. Work is reviewed for conformity with established state and local laws, rules and regulations. Work involves the supervision of all pupil transportation activities of the Department of Education, in order to ensure effective service to the children of various school districts, including the handicapped. Performs other related duties as assigned.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)**

- Prepares bus routes for all public and private schools in the district;
- Prepares and updates bus schedules for all public and private schools in the district;
- Interviews prospective transportation personnel, makes recommendation for employment;
- Supervises and trains all transportation personnel, in the performance of their duties;
- Ascertain that Bus Drivers maintain their trip tickets records daily;
- Ensures that safety standards are maintained in conformity with state and insurance regulations;
- Makes recommendation for future equipment and personnel needs based on surveys of resident

- students, distances and grade level;
- Works closely with Principals and other personnel during the planning and organizing of special school trips transportation;
  - Participates in the development of solutions to problems occurring on school buses;
  - Completes and submits insurance reports and special reports, as required by State authorities;
  - Advises Superintendent of road hazards during inclement weather so that decisions can be made relative to school closings;
  - Observes the operation of the transportation system by riding and following buses and being present at loading areas and other places along the route in order to ensure effective operations;
  - Works closely with principals in developing effective systems to facilitate loading, unloading and controlling student's behavior;
  - Instructs students on passenger safety methods evacuation drills;
  - Inspects buses to ensure safety and ascertain that necessary repairs are made timely;
  - Performs other related work as required.

### **KNOWLEDGE AND ABILITIES**

- Knowledge of traffic rules, regulations and safe driving practices;
- Bus operations practices and principles and related transportation equipment;
- Basic mathematics practices and principles of supervision;
- Ability to assign and supervise the work of subordinate personnel;
- Ability to express oneself clearly and concisely orally and in writing;
- Ability to read and comprehend;
- Ability to establish and maintain effective working relationship with all persons contacted during the course of work;
- Proficient in the use of Microsoft Office Suite;
- Ability to develop and maintain effective working relationships with members of the Department's staff, students, parents, and other external entities and bodies.

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Business Administration or related field plus four years progressively responsible working experience in the development and administration of school district transportation programs **OR;**
- Possession of a High School Diploma or its equivalent and eight (8) years progressively responsible experience in the development and administration of school district transportation programs.

### **ADDITIONAL REQUIREMENTS**

- Possession of a school bus operator's license (Class B) valid in the Virgin Islands prior to employment **AND;**
- Obtain and maintain a Valid School Bus Instructor Certificate.

**“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to [careers.stx@vide.vi](mailto:careers.stx@vide.vi) for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.

**\*\*\*\*DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT  
WILL NOTIFY ONLY THOSE WHO ARE SELECTED  
FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. \*\*\*\***

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*Travel, transportation and relocation expenses are not authorized for this position.  
Any travel, transportation and relocation expenses associated with reporting for duty  
in this position will be the sole responsibility of the selected candidate.*

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