SUPERVISOR OF TRANSPORTATION

Job Description:

Under general direction of the Director of Facilities Operations and Safety Services, plans, manages, organizes, supervises, and evaluates the transportation services of the District; assures compliance with time schedules, and applicable laws, code rules and regulations; supervises, evaluates and trains assigned staff; assures proper maintenance, repair and use of buses, vans and other district vehicles; performs other related work as directed.

Typical Duties:

- Responsible for leading the transportation department in all aspects including, but not limited to, the culture and climate of the department, as well as, setting, monitoring and achieving performance goals
- Plans, organizes, schedules and directs the District’s transportation program including regular home-to-school, special education home-to-school, field trips, extra-curricular, and other vehicle usage needs
- Analyses and develops bus routes to minimize costs while meeting student transportation requirements
- Collaborates with school administrators, district staff, law enforcement, parents and program coordinators to meet diverse needs and resolve student transportation matters
- Communicates with principals, other district personnel and departments to provide technical assistance, coordinates activities and resolves issues, concerns or questions regarding transportation
- Responsible for managing all required inspections and reporting functions including, but not limited to, CHP motor carrier inspections, government fleet smog check program
- Assigns work, overtime, field trips, athletic events, and special events to drivers in accordance with established guidelines; coordinates time off for staff and arranges for substitutes as necessary
- Develops, implements and supervises short and long range preventative maintenance programs; repairs and services of district buses, vehicles and shop equipment
- Provides orientation and conducts a variety of training sessions for bus drivers including, but not limited to, behind-the-wheel, recertification, after accident, proper work procedures, district policies, and safety training
• Trains and evaluates the performance of assigned staff; coordinates with human resources to interview and select employees; investigates and effectively resolves employee conduct problems; and makes recommendation for employee discipline and termination
• Analyzes, modifies and modernizes work methods and procedures to increase efficiency and cost effectiveness
• Directs, advises, oversees outside bus contractors regarding student transportation, state requirements compliance for driver licensing, vehicle certification, and contractual obligations
• Responds to accidents or incidents involving district vehicles and participates in investigations
• Continuously surveys the transportation program for safety, service and costs; makes recommendations for improvements, needed vehicles, equipment, materials, and supplies; directs the requisition and assures proper receipt of ordered materials and equipment
• Consults with school personnel, law enforcement personnel, parents and the public on matters related to vehicle safety, student safety, and discipline
• Coordinates with California Highway Patrol (CHP) and State Department of Education to complete and submit needed documentation regarding driver qualifications
• Responds to and investigates complaints regarding district vehicles and student transportation; and implements a plan of action to efficiently resolve issues
• Responds to bus or vehicle breakdowns and emergencies, including after hours
• Prepares and maintains a variety of department records and reports
• Anticipates and prevents operational problems detrimental to the operation of the District.
• Monitors and evaluates the quality of work and service performed by district and contract personnel related to transportation
• Evaluates regulations and develops operation procedures, standards and programs to ensure safety compliance of transportation inspection and operations; administers an ongoing safety program.
• Collaborates with and supports administration in the achievement of department, program and district goals
• Drives a school bus over assigned routes in emergency situations or in absence of regular drivers
• Assumes responsibility for own professional growth and development, keeping current with transportation and vehicle code, new research findings and improved techniques; and for attending appropriate professional meetings
• Performs related duties as assigned
Knowledge Of:

- Knowledge of state, federal, and local laws, rules, regulations, policies and procedures governing student transportation
- Principles, methods, techniques, and strategies for the training of school bus drivers
- Applicable laws, codes, rules, regulations, policies and procedures related to bus driver training and student transportation
- Principles and techniques of supervision, training, and motivation of personnel; and work scheduling practices
- Project management skills to develop schedules and timelines, identify critical tasks and monitor progress
- Human relations skills to work productively and cooperatively with diverse groups within and outside the District, using tact, patience and courtesy
- Safe driving practices
- First aid practices
- Computer software including email, word processing, spreadsheets, databases and Google suite
- General office practices, procedures, machines and equipment

Ability To:

- Learn, apply, interpret and assure compliance with rules and regulations, procedures pertaining to school bus operations and pupil transportation
- Coordinate the functions involved in operating a school transportation department
- Plan, manage, supervise and direct the work of others
- Read, interpret, apply and explain rules, regulations policies and procedure.
- Communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization, to include providing training to large groups
- Speak, write and use the English language at a level that will allow effective communication with students, parents, administration, staff and outside agencies
- Work independently, prioritize and manage multiple tasks and effectively apply time management skills
- Establish and maintain cooperative working relationships with employees, administration, business, vendors, and community representatives
- Accurately estimate costs of transportation requests, purchases, and labor
- Analyze work methods, schedules, equipment and staffing levels to increase efficiency
• Work flexible schedule providing for some evening and weekend work and during emergency situations
• Develop and maintain department related records
• Drive a school bus and other vehicles in a safe manner
• Maintain reliable and punctual attendance

ESSENTIAL PHYSICAL REQUIREMENTS:
Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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<tr>
<th></th>
<th>Seldom = Less than 25%</th>
<th>Often = 51-75%</th>
<th>Occasional = 25-50%</th>
<th>Very Frequent = 76% and above</th>
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<tr>
<td>4</td>
<td>a. Ability to work at a desk, conference table or in meetings of various configurations</td>
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<td>b. Ability to stand and circulate for extended periods of time</td>
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<td>c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students</td>
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<td>d. Ability to hear and understand speech at normal levels</td>
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<td>e. Ability to communicate so others will be able to clearly understand normal conversation</td>
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<td>f. Ability to bend and twist, kneel and stoop, run and crawl</td>
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<td>g. Ability to reach in all directions</td>
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<td>h. Ability to lift 25 pounds</td>
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<td>1</td>
<td>i. Ability to carry 50 pounds</td>
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Qualifications:
• High school graduation or G.E.D. equivalent
• 5 years of increasingly responsible experience in a student transportation operation including experience driving a school bus
• Supervisorial Experience Preferred
• California School Bus Driver Trainer certification
• Valid California Class B Commercial Driver’s License with Passenger Endorsement
• Valid California Special Driver Certificate with “S” School Bus Endorsement
• Valid Medical Card
• Valid First Aid certification
• Criminal justice fingerprint clearance

Immediate Supervisor:   Director Facilities Operations and Safety Services
Assignment:   8 hours per day
Salary:   Classified Management Salary Schedule: Range 203