
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:

- 1 Seldom = Less than 25% 3 Often = 51-75%
 2 Occasional = 25-50% 4 Very Frequent = 76% and above

4	a. Ability to work at a desk, conference table or in meetings of various configurations
4	b. Ability to stand and circulate for extended periods of time
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students
4	d. Ability to hear and understand speech at normal levels
4	e. Ability to communicate so others will be able to clearly understand normal conversation
2	f. Ability to bend and twist, kneel and stoop, run and crawl
2	g. Ability to reach in all directions
2	h. Ability to lift 25 pounds
1	i. Ability to carry 50 pounds

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