

TRANSPORTATION SUPERVISOR

DEFINITION

Under the general direction of the Transportation/Garage Manager, plans, coordinates, and supervises all related functions of the district's student transportation program; assists overseeing repair of all district buses and vehicles; coordinates and supervises the bus driver training program; develops and implements bus driver and transportation related safety programs; assists with coordination and inspection repairs of equipment; works cooperatively with the Purchasing Department to order transportation materials and supplies; is responsible for the efficient routing and scheduling of all buses; and performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- ▶ plans, organizes, coordinates and supervises the functions of the transportation operation, including bus route planning, assigning and dispatching of transportation personnel
- ▶ confers with and advises mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions
- ▶ reviews, monitors and audits bus routing and pupil transportation schedules to ensure adherence to a cost effective operation and the appropriate utilization of personnel and equipment
- ▶ reviews major mechanical repair time, and determines priority transportation equipment use
- ▶ confers with and advises site and District personnel and the educational community concerning pupil transportation related problems, issues and concerns
- ▶ investigates, tests and recommends the acquisition of supplies, materials and equipment, and the development of a replacement schedule for obsolete transportation equipment
- ▶ participates in the budget planning process, and in the development, implementation and maintenance of expenditure control procedures
- ▶ plans, organizes and conducts personnel orientation and in-service training programs
- ▶ plans, develops and implements policies, guidelines and operational procedures to ensure a cost effective and cost beneficial pupil transportation operational mode
- ▶ establishes, implements and maintains a data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes and preventative maintenance programs
- ▶ investigates accidents involving pupil transportation equipment and District owned vehicles and equipment and prepares appropriate evaluative reports
- ▶ reviews, monitors, audits and evaluates the performance of transportation personnel, and assists them in resolving conflicts and personnel related problems
- ▶ participates in the recruitment, selection and assignment of transportation personnel
- ▶ reviews supplies, materials and equipment requests and recommends acquisition of needed stock in order to maintain an appropriate inventory
- ▶ maintains a variety of records pertaining to the maintenance operational process, that may include cost estimates as to time and material, personnel service time and performance evaluation data
- ▶ assists personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns
- ▶ establishes schedules for ongoing preventive maintenance and equipment replacement
- ▶ effectively interacts with all levels of District Management, Government Officials, contractors, vendors, employees, parents, students, and the public.

QUALIFICATIONS

Knowledge of: Principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program; legal mandates, policies, regulations and guidelines of a pupil transportation and safety program; practices, methods, procedures and techniques of organization, supervision, and the evaluation of personnel performance; safe working methods and procedures.

Ability to: Effectively and efficiently organize, coordinate and supervise pupil transportation functions and activities; prepare accurate cost analyses pertaining to equipment maintenance; read and interpret complex data, information, and documents; analyze and solve problems; make sound decisions in emergency situations; use good judgment in recommending appropriate actions; communicate effectively in oral and written form; understand and follow oral and written directions with minimal accountability controls; establish and maintain cooperative organizational and community relationships. Read and interpret complex data, information and documents; analyze and solve problems. Make sound decision in emergency situations; use good judgment in recommending appropriate actions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- ▶ will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- ▶ will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to ascend and descend a step ladder, stairs, scaffolding, and ramps
- ▶ must be capable of perceiving the nature of sound
- ▶ must possess visual acuity and depth perception
- ▶ must be capable of providing oral information
- ▶ must possess the manual dexterity to operate business-related equipment and hand tools, and to handle and work with various objects and materials
- ▶ may be exposed to hot, cold, wet, humid, or windy conditions, caused by weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Four years of experience in a school or public transportation system/program, including two years in a supervisory capacity. Three years of additional experience dispatching school buses on fixed and variable route assignments may be substituted for the supervisory experience.

Education: Verification of a High School diploma, a GED certificate, or a higher degree supplemented by advanced training or coursework in the organization and supervision of a transportation program is desirable.

License Requirement: Possession of a valid Class A or Class B, California Motor Vehicle Operator's License with a Passenger and School Bus endorsement; possession of a valid School Bus Driver's Certificate issued by the California Highway Patrol to operate vehicles with air brakes; possession of a valid First Aid Certificate issued by the American Red Cross or American Heart Association; possession of a valid California State Department of Education Driver Instructor Certificate is desired.

Condition of Employment: Insurability by the District's liability insurance carrier.