



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

TRANSPORTATION SUPERVISOR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, coordinate, and supervise related functions of the District's student transportation program; assist with overseeing repair of District buses and vehicles; coordinate and supervise the bus driver training program; develop and implement bus driver and transportation-related safety programs; assist with coordination and inspection repairs of equipment; work cooperatively with the Purchasing Department to order transportation materials and supplies; serve as responsible for the efficient routing and scheduling of buses; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan, organize, coordinate, and supervise the functions of the transportation operation, including bus route planning and the assigning and dispatching of transportation personnel.
- Observe and check for daily compliance as is mandated for transportation services and driver performance.
- Confer with and advise mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions.
- Review, monitor, and audit bus routing and pupil transportation schedules to ensure adherence to a cost-effective operation and the appropriate utilization of personnel and equipment.
- Review major mechanical repair time and determine priority transportation equipment use.
- Confer with and advise site and District personnel and the educational community concerning pupil transportation related problems, issues, and concerns.
- Report interruptions in student services due to bus breakdowns, accidents, absence of drivers, and other causes.
- Plan, organize, and conduct personnel orientation and in-service training programs.
- Review, monitor, audit, and evaluate the performance of assigned transportation personnel; assist in resolving conflicts and personnel related problems; inspect buses and observe drivers to ensure compliance with established safety regulations.
- Participate in the recruitment, selection and assignment of transportation personnel.
- Plan, develop, and implement policies, guidelines, and operational procedures to ensure a cost effective and cost beneficial pupil transportation operational mode.
- Establish, implement, and maintain a data management, storage, and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes, and preventative maintenance programs.
- Prepare and maintain a variety of records, reports, and documents pertaining to the maintenance operational process including time and material cost estimates, personnel, and assigned activities.
- Prepare letters and sensitive correspondence related to assigned activities.
- Investigate accidents involving pupil transportation equipment and District owned vehicles and equipment.
- Prepare appropriate evaluative reports.
- Review supplies, materials, and equipment requests.
- Recommend acquisition of needed materials to maintain appropriate inventory levels.
- Participate in the development of a replacement schedule for obsolete transportation equipment.
- Establish schedules for ongoing preventive maintenance.
- Assist personnel in arriving at alternative solutions to unusual and unforeseen problems, issues, and concerns.
- Communicate with students, parents, District personnel, outside vendors and officials, and the public to exchange information, coordinate activities, and resolve issues or concerns.
- Operate a variety of office equipment including a copier, computer, and assigned software; operate a two-way radio.

- Drive a District vehicle to conduct work as needed.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

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.
- California Vehicle Code and California Highway Patrol regulations pertaining to student transportation operations.
- Various locations of District sites, schools, and offices.
- Transportation planning procedures including routing, scheduling, route consolidation, and establishment of safe school bus stops.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Effectively and efficiently organize, coordinate, and supervise pupil transportation functions and activities.
- Maximize efficiency of bus and driver assignments within policy guidelines of bus and driver assignments.
- 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.
- Read and interpret complex data, information, and documents.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

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.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- 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.
- Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:

Supplementation with advanced training or coursework in the organization and supervision of a transportation program is desirable, but not required.

Possession of a valid California State Department of Education Driver Instructor Certificate is desirable, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the 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.

POTENTIAL HAZARDS:

Traffic hazards.

Revision Date: 1/1/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**