

**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 for an educational institution. Three years 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; 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.

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