



## Supervisor of Transportation

Initial Date: October 8, 1992  
Board Approval: March 20, 2012  
Revision Date: March 20, 2012  
Range: Range: Classified Management  
Salary Schedule - Supervisor

Reports to Director of Transportation

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of, and reporting to the Director of Transportation Services, Supervisor of Transportation shall be responsible for the management and operation of the District's school bus service. The Supervisor is expected to maintain a safe, caring, student centered environment that promotes high performance and ethical standards among all bus drivers. The supervisor operates within the framework of District policies adopted by the Board of Education, the legal requirements as stipulated in the Education Code, the California Vehicle Code and the rules and regulations of the California Highway Patrol pertaining to student transportation. The Supervisor shall be responsible for the District School Bus Driver Training Program.

### **REPRESENTATIVE DUTIES:**

- In conjunction with the Director of Transportation is responsible for the overall safety of Transportation Department operation
- In conjunction with the Director of Transportation, handles phone calls from parents regarding bus stops, safety issues and bus driver complaints
- In conjunction with the Director of Transportation, is responsible for staff evaluations
- Oversees and assists the Dispatch staff with the route bidding process and the operational aspects of the department
- Plans and organizes a bus driver training program providing for instruction of new and continuing drivers in compliance with California state laws for initial issuance and renewal certification of licenses
- Develops and maintains in-service programs for school bus safety and accident prevention as well as other related matters; schedules and conducts such in-services
- Responds to a school bus accident scene
- Rides with bus drivers on regular routes to observe their skills in safe student transportation.
- Coordinates with California Highway Patrol in arranging all testing
- Assists the Director of Transportation and Dispatch staff in the creation and review of bus routes
- Performs Representative Duties of Dispatch and School Bus Driver positions
- Attends meetings and programs, as assigned
- Cover positions in the transportation department as assigned
- Perform related duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Organization and general requirements of a transportation office
- Proper office methods, procedures, and practices
- Computerized and/or manual record keeping methods, techniques, and systems
- Proper English usage, grammar, spelling, and punctuation
- Prepare comprehensive reports
- Use a computer for basic data entry and job related tasks
- Plan, organize, and conduct a quarterly bus driver training and in-service program
- Coordinate with California Highway Patrol and office dispatcher in scheduling of new and continuing bus driver in-service and training attendance
- Understand and follow both oral and written instructions
- Communicate effectively in oral and written form
- Deal with high stress situations in a tactful manner

- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Pass the DMV/DOT Commercial Driver physical and drug test

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Completion of the California Department of Education School Bus Instructor Program

**LICENSES AND OTHER REQUIREMENTS:**

- Required valid California Driver's License
- Possession of a valid unrestricted California Department of Education School Bus Driver Instructor Certificate
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor working environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate tools and equipment; seeing to perform duties, hearing, speaking, and reading to exchange information
- Subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling, reaching in all directions
- Moderate physical effort, occasional lifting to 80 pounds, not more than 50 pounds without assistance
- Standing for extended periods of time; periodic lifting, carrying, loading and unloading
- Moderate stress level

**HAZARDS:**

- Exposure to hazardous automotive chemicals
- Exposure to heavy equipment and tools
- Working from heights

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.