

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: TRANSPORTATION OPERATIONS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Facilities, Maintenance, Operations & Transportation (FMOT), plan, organize, develop, and manage the transportation and warehouse operations within established guidelines of the District; oversee, coordinate, supervise, and schedule work assignments within established standards for assigned personnel; supervise, train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

1. Implement the mission, vision, goals, objectives and policies of District as adopted by the Board of Education and Cabinet.
2. Plan, organize, direct and supervise the operational functions of the Transportation and Warehouse Departments; participate in the development and implementation of departmental policies and procedures; performs the duties of the Maintenance Supervisor in the incumbent's absence or as assigned.
3. Coordinate the development and modification of routes according to variety of meetings and IEP requirements as assigned; oversee the creation and integration of routes, runs and stops; implement route re-bidding process; assure safe driving practices are in compliance with District and State transportation policies, rules and regulations.
4. Review, monitor, develop, and audit bus routes (bus stops, clock schedules, etc.) to ensure adherence to a cost effective operation, appropriate utilization of personnel and equipment, and compliance with District safety policies.
5. Supervise and oversee vehicle maintenance for the purpose of ensuring safety and reliability of transportation department vehicles; Review major mechanical repair time in order to determine priority transportation equipment use; confer with mechanical services and transportation personnel regarding unforeseen problems in order to develop alternative solutions.
6. Communicate effectively and responds to inquiries (questions, complaints, etc.) from stakeholders (students, parents, District staff, administration, etc.) to provide necessary information regarding transportation and FMOT services.
7. Monitor budget allocations, expenditures, fund balances and other related financial activities (billing/invoicing of field trips, fuel bills, new school bus financial analysis, etc.); ensure expenses are within budget limits and fiscal practices are followed.
8. Maintain personnel records and prepare a variety of reports (e.g. safety, DMV records, classroom/behind-the-wheel training, smog checks, storm water, EPA, etc.) to meet District, State/Federal and regulatory requirements.

9. Facilitate meetings and workshops in order to identify issues, support staff, and convey information.
10. Supervise, review, and monitor transportation, warehouse, and assigned personnel in order to evaluate employee performance and resolve personnel related problems and conflicts.
11. Assist in conducting a variety of investigations (e.g. accident investigations, safety reviews, prepare and submit accident reports, etc.); ensure compliance with District/State/Federal requirements, and insurance carrier procedures.
12. Participate in the budget planning, development, implementation, and oversight.
13. Contributes to interviewing and selecting employees, in addition to recommending transfers, reassignment, termination and other disciplinary actions; plan and conduct new employee orientation to ensure smooth and orderly onboarding of new personnel.
14. Serves as a backup for driving school buses when needed (e.g. substitutes not available) for the purpose of ensuring transportation of passengers (to and from school and/or field trips) via scheduled routes in a safe and timely manner.
15. Plan, coordinate, organize and lead a variety of facility, maintenance and operation services to support the FMOT Department as assigned; collaborate and partner with Maintenance Supervisor and FMOT leadership to meet District needs.
16. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable Federal, State and local laws, mandates, codes, and regulations regarding pupil transportation.

Principles, practices, and techniques of route scheduling for a large pupil transportation program.

Methods and procedures of dispatching transportation vehicles.

Standard vehicle maintenance and repair inspection procedures.

School district organization, operations, policies, objectives, District boundaries and the general geography of the greater area.

Record-keeping and report preparation techniques.

Appropriate safety procedures, first aid, and hazardous material compliance.

Principles and practices of supervision and training.

Emergency road service procedures.

Effective oral and written communication techniques.

ABILITY TO:

Communicate effectively, both orally and in writing, using tact, patience and courtesy.

Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.

Read and interpret maps.

Prepare and direct the preparation of a variety of comprehensive reports.

Analyze situations accurately and adopt an effective course of action.

Ensure compliance with applicable laws, codes, rules and regulations.
Develop and prepare departmental budgets.
Analyze and develop work methods, procedures and schedules.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Prepare and deliver oral presentations.
Maintain effective audio-visual discrimination and perception needed for making observations.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.

EDUCATION:

Associate of arts degree in management/business, or two years of college in the areas of transportation, industrial arts or a related field.

EXPERIENCE:

Five years' experience in pupil transportation including two years of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Class A or B Motor Vehicle Operator's license with passenger transportation, "S", and air brake endorsements.

Must have a current DMV H-6 printout to be submitted with the job application.

California Special Driver Certificate valid for school buses.

Current California Highway Patrol approved First Aid Card (if required on Special Certificate).

Current Valid DL-51 Medical Card

Use of an automobile may be required for this position.

Proof of current California auto liability insurance and remain insurable at the standard insurance rates throughout employment

Possession of, or willingness to obtain, a valid State Certified School Bus Driver Instructor's Certificate (with a minimum equipment restriction of automatic transmission) is preferred.

WORKING CONDITIONS:

Employees in this classification work alone, inside and outside, over 40 hours/week, in direct contact with the public, students, and other District staff, with high work volume and tight deadlines, continually changing priorities and constant interruptions, in temperature changes, with moving vehicles, in negative interpersonal situations, exposure to minor contagious diseases (colds, flu, etc.), inadequate lighting, poor ventilation, loud noises and odors. Employees in this classification use fingers repetitively, use twisting or pressure repetitively involving wrists or hands, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, drive a vehicle, use a computer and a telephone, have depth perception, have color vision and be able to distinguish shades, see small details, sit, lift and carry up to 50lbs. without assistance; push/pull up to 100lbs, , walk, maintain balance, stand, bend repeatedly, reach overhead, climb stairs, and stoop/bend.

SALARY RANGE: FMOT Manager/Supervisor – Range I

ADOPTED BY PERSONNEL COMMISSION: December 5, 2018

ADOPTED BY BOARD OF EDUCATION: December 11, 2018