

Oak Grove School District

JOB TITLE: Transportation Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To organize, direct, and supervise the operations of the District's student transportation and vehicle maintenance operation, including school bus and other vehicle maintenance, and to implement policies as required by the governing board and in accordance with applicable State regulations. Employees in this classification receive limited direction from the Deputy Superintendent and/or Director of Operations within a broad framework of policies and procedures. Employees in this classification supervise and evaluate the work of others. This job class is responsible for the safe, timely, and efficient transportation of students throughout the District. This job class requires organizational skills and problem-solving skills, as well as a high degree of technical and supervisory skills. This job class functions at a full supervisory level of classification and exercises supervisory control over all pupil transportation and vehicle maintenance functions of the District.

TYPICAL DUTIES

Supervises and evaluates the overall performance of school bus drivers, both regular and special education

Supervises and evaluates the overall performance of vehicle maintenance staff

Plans, organizes, and supervises the busing, manpower, and capital outlay needs of the department

Supervises and monitors the preparation, scheduling, routing, and availability of buses and vehicles needed to service the District's transportation needs

Reviews and monitors daily work lists, vehicle condition reports, and other pertinent records/logs to ensure that appropriate maintenance and repair activities are completed in a timely manner

Confers with District administrators regarding transportation policies, activities, schedules, routes, service, etc.

Establishes and supervises the maintenance of a variety of records and logs to properly monitor departmental operations; preparing reports periodically and as needed

Represents District to parents and general public in matters relating to pupil transportation including stops, routes, time, investigation of complaints concerning school bus operations, etc.

Supervises or conducts in-service training, behind the wheel instruction, periodic evaluation of employees, incident and accident investigations

## Transportation Supervisor (continued)

Orders all parts needed for vehicle maintenance operations and determines appropriate inventory/stock levels needed; determines quantity of parts needed, contracts vendors, orders parts, and assigns part numbers for inventory control purposes

Assigns, schedules, and prioritizes work of departmental personnel

Establishes and implements preventive maintenance schedules to satisfy California Highway Patrol Guidelines and minimize repair costs

Maintains and updates material data safety sheets (M.S.D.S.) and makes them available to department personnel, and oversees the disposal of hazardous materials

Prepares annual budget estimates for departmental activities and operations; recommending future equipment, supplies, and human resources requirements

Establishes and maintains an effective working relationship with the California Highway Patrol; conferring on potentially dangerous situations on bus routes or on the road performance of drivers, disseminating new information regarding laws affecting school bus transportation, and assisting with annual safety inspections of buses

Performs other related duties as required

### MINIMUM QUALIFICATIONS

Possession of a valid California Motor Vehicle Operator's License, Class II

Possession of a valid California School Bus Driver's Certificate

Possession of a valid Driver Trainer Certificate

Knowledge of the California State Motor Vehicle Code, State Education Code, and District policies related to the operation and maintenance of vehicles used in transporting students

Knowledge of heavy duty equipment/vehicle repair, maintenance, and parts procurement

Knowledge of the basic philosophy of preventive maintenance of vehicles

Knowledge of proper budget, accounting, and record keeping procedures and methods

Knowledge of supervisory methods and techniques

Knowledge of City streets, landmarks, and school locations which the District services

Transportation Supervisor (continuation)

Skill to supervise, prioritize and evaluate the work of others

Skill to plan, organize, and direct the work of others

Skill to accurately estimate resource needs and to allocate and monitor assigned resources effectively

Skill to establish and monitor a variety of records and to prepare reports

Skill to communicate effectively and tactfully in both oral and written form

Skill to successfully identify problems (both technical and supervisory), secure relevant information, and identify probable cause(s) and possible solution(s)

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties