



LOMPOC UNIFIED SCHOOL DISTRICT

TRANSPORTATION SUPERVISOR

JOB SUMMARY:

Under the direction of the Manager-Transportation Services, organize and direct the day-to-day activities and operations of the Transportation department; schedule, coordinate and supervise the scheduling and dispatch of bus routes, field trips and extracurricular events and special education transportation; assisting with coordinating and maintaining a driver safety program; prepare and maintain accurate records related to vehicles and drivers; drive a school bus in emergency or relief situations; assign work, train and review the performance of bus drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the day-to-day activities and operations of the Transportation department; participate in the development and implementation of departmental policies and procedures.
- Train and review the performance of assigned personnel.
- Schedule, coordinate and dispatch buses for bus routes, field trips and extracurricular events and special education transportation; prepare and assign work schedules; create seating charts; prepare bus routes and schedules; organize emergency routing; plan and schedule evacuation drills; initiate and develop programs for proper coordination and utilization of equipment and personnel.
- Supervise, coordinate, develop, evaluate and schedule the school bus driver training program; participate in the instruction of drivers for original and renewal licensing.
- Assist the Manager-Transportation Services in planning, developing, supervising and coordinating safety in-service and classroom trainings and workshops; provide technical expertise, information and assistance regarding assigned transportation functions and projects.
- Make field decisions and recommendations regarding adverse weather, road, bus stop conditions and student safety issues; supervise, coordinate and evaluate the bus evacuation safety program.
- Prepare and maintain a variety of reports and files related to personnel and assigned activities; assist with billing and invoices for field trips; maintain activity requests, driving records and other related records including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate.
- Communicate with administrators, personnel, parents and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; resolve and respond to parent complaints; distribute bus information to the public and District personnel.
- Drive a school bus in emergency or relief situations; transport students, faculty and parents on field trips or other events pick-up and drop-off students in accordance with time schedules; meet scheduled departure and arrival times as assigned.
- Schedule and coordinate vehicle inspections, repairs and routine maintenance for buses and vehicles.
- Recommend new changes to bus stops; check weather and road conditions that may affect school operations and make recommendations concerning changes.

Supervisor-Transportation

- Seek grant opportunities for transportation equipment and infrastructure.
- Review timesheets for personnel including hours worked, vacations and leave information.
- Respond to inquiries and complaints from parents and others; respond to student discipline issues; review school bus videos.
- Operate a computer and assigned software programs; operate other office equipment as assigned: operate a two-way radio for bus to bus and bus to base communications.
- Attend a variety of meeting and trainings as assigned.

OTHER FUNCTIONS:

- Perform related duties as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school including college-level course work in a related field and three years increasingly responsible experience in in dispatching, scheduling, bus driving, transportation or fleet operations work.

Licenses and other Requirements

- Valid California School Bus Driver Trainer certification or the ability to obtain certification.
- Valid California Commercial Driver's License Class A or B with appropriate passenger, school bus and air brake endorsements.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid Medical Examiner's Certificate.

Knowledge of:

- Training, dispatching, scheduling and coordination of the transportation program.
- Proper operation of school buses.
- Principles and practices of training and providing guidance to assigned personnel.
- Transportation routing methodology.
- Applicable Emergency response techniques including accident policies and procedures.
- Applicable traffic and student transportation laws, codes and regulations.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.

Ability to:

- Schedule, coordinate and supervise the dispatch of buses for bus routes, field trips and extracurricular events.
- Prepare and maintain accurate records related to vehicles and drivers.
- Train and provide guidance to assigned personnel.

Supervisor-Transportation

- Drive a school bus safely and efficiently.
- Maintain safe discipline level among passengers.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Read and interpret maps.
- Administer first aid to ill or injured children.
- Communicate effectively with others to exchange information.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- School Bus/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.
- Frequent interruptions and changing work priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Reaching overhead, above the shoulders or horizontally.
- Seeing to monitor passengers and operate a vehicle.
- Lifting moderately heavy children or objects.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Exempt

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Salary Range: Classified Management – Level II