

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Supervisor, Transportation

QUALIFICATIONS

**EDUCATION:** Equivalent to completion of the twelfth grade, supplemented by college-level courses and/or experience in business administration, management, or a closely related field.

**EXPERIENCE:** Three years of student transportation experience and two years experience dispatching school buses on fixed and variable route assignments. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience in a lead or supervisory position is desired.

**ABILITY TO:** Assist with the planning, organization, and coordination of the operational aspects of a transportation system and the work of subordinates; estimate and requisition supplies and equipment needed; maintain accurate and current records of operations and cost; prepare and submit reports; establish and maintain cooperative working relationships with the public and district personnel.

**LICENSES:** Valid California Class C driver's license. Must possess or obtain a valid California Class B driver's license with passengers and air brake endorsements, a valid California Special Driver Certificate for school bus operation and a valid Medical Card within six months of employment.

**PERSONAL QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSTION

Under the direction of the Director I, Transportation, plan, coordinate, and oversee the routing, scheduling and daily transportation services of the department; assure compliance with time schedules and applicable laws, codes, rules, and regulations; use geographic mapping and routing computer programs to plan the most efficient and effective bus routes and to assist in planning school boundary changes; oversee and implement student transportation planning procedures, methods and criteria; perform related duties as assigned.

DUTIES AND RESPONSIBILITIES

As assessed by the Director, the outcome of the Supervisor's job performance will be as follows:

1. Plans, coordinates, and oversees the routing, scheduling, and daily transportation services, including regular, special education, and contracted bus services of the department; assures compliance with time schedules and applicable laws, codes, rules, and regulations.
2. Oversees and implements student transportation planning procedures, methods, and criteria.

3. Plans the effective and efficient development of bus routes; monitors routes daily and makes necessary adjustments for overloads, lateness, and related problems.
4. Oversees the assigning of driver overtime, field trips, athletic events, and special events to drivers in accordance with established guidelines; coordinates time off for bus drivers; arranges for substitutes as necessary.
5. Communicates with school site staff, administrators, parents, and outside agencies to exchange information, coordinate activities, and resolve issues, concerns, and questions regarding transportation services, student behavioral problems, and special accommodations for students.
6. Receives and responds to inquiries concerning routing and other transportation questions; continuously surveys the existing transportation program for safety, service costs, and areas in need of improvement; advises the Director and Manager of needs involving safety and legal matters.
7. Directs and advises outside bus contractors regarding student transportation operations and contractual obligations.
8. Records field trip requests; supervises distribution of athletic, field, and special trips given to charter companies.
9. Confers with Shop personnel regarding repairs and preventative maintenance of buses and other vehicles; monitors status of repairs; informs the Director and Manager of the need for additional drivers and equipment.
10. May attend a variety of meetings, conferences, and workshops to maintain current knowledge of and assist in the implementation of safety and transportation codes, regulations, laws, and related matters.
11. Prepares and maintains a variety of records and reports related to routing, schedules, liquidations, accidents, and other transportation services; reviews daily time reports, bus records, fuel use, and vehicle inspection records.
12. Analyzes, plans, and makes projections of equipment usage for District student transportation programs.
13. Audits route sheets and payroll documents for compliance with established guidelines and approves route sheet changes.
14. Prepares confidential documents relating to personnel matters.
15. Assists in the development of the departmental budget; makes recommendations for the purchase of transportation supplies, materials, and equipment.
16. Oversees the work of assigned transportation personnel.
17. Adequately supervises and evaluates assigned transportation personnel.
18. Serves as a substitute Bus Driver as needed.
19. Performs other duties as assigned by the Director.