



## JOB DESCRIPTION

**Position Code:** 808  
**Classified Group:** SJSA  
**Salary Range:** A-29  
**Work Days:** 260  
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**POSITION TITLE:** Supervisor, Transportation Operations

**DEFINITION:** Under general direction, supervises and plans work of assigned staff; coordinates the daily operations of the department for assigned areas of responsibility; may be required to serve as a substitute bus driver, as needed.

**DIRECTLY RESPONSIBLE TO:** Operations Manager, Transportation

**SUPERVISION OVER:** Classified employees as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Supervises, trains and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
2. Prepares and modifies work schedules and assignments, based on contract bidding procedures, for assigned staff.
3. Assists in the development of bell schedules for school sites applicable to assigned areas of responsibility.
4. Plans and prepares extra duty schedules for staff based on contract requirements.
5. Identifies and reviews staffing needs with department management and participates in the interview and selection process of candidates.
6. Assists with the planning, development, and implementation of professional development trainings and workshops for assigned staff and areas of responsibility.
7. Collaborates with district staff and administrators to coordinate transportation services provided to students.
8. Communicates with district staff, site administrators, parents, and outside agencies to exchange information, resolve issues, concerns and questions regarding transportation services, student behavioral problems and accommodations.
9. Develops and evaluates bus routing specifications (i.e. shortest, safest routes, pickup locations, etc.).
10. Prepares a variety of reports and maintains accurate records related to assigned staff and areas of responsibility.
11. Assists in the development of and adherence to applicable district and department policies, regulations, and procedures.
12. Performs routine safety and maintenance checks to assure buses are in safe operating condition and are regularly serviced and inspected.
13. Assists the district and external agencies in the accident investigation process for the purpose of gathering evidence and information.
14. May dispatch substitute and relief drivers.
15. Serves as a substitute school bus driver, as needed.
16. May assist management with special projects.
17. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Experience driving a school bus which includes a safe driving record or related school transportation experience demonstrating the ability to perform the duties of the position; previous supervisory experience desirable.

### Licenses and Certifications:

- Valid California Class B Commercial Driver's License issued by the California Department of Motor Vehicles
  - P and S endorsements and air-brake certification must be obtained within 30 days of date of hire
- Any and all licenses/certifications may not include any vehicular restrictions other than, 'Automatic Transmission Only'
- Staff hired for this position who are in possession of the following licenses/certification must maintain these during employment with the district:
  - Valid California Class B Commercial Driver's License with P and S endorsements and air-brake certification
  - Valid California School Bus Driver's Certificate
  - Valid First-Aid Certificate
  - Valid medical certificate approved by the California Department of Motor Vehicles
  - Any and all licenses/certifications may not include any vehicular restrictions other than, 'Automatic Transmission Only'

### Knowledge, Skills, and Abilities:

- Knowledge of the provisions of California Education Code, California Vehicle Code and California Administration Code relating to the transportation of students
- Knowledge of district safety practices and procedures
- Knowledge of the tools, methods, materials and equipment used in the maintenance and repair of mechanical equipment and vehicles
- Knowledge of transportation scheduling and routing methods and techniques
- Knowledge of public agency budgets, accounting procedures and terminology
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of telematics principles and best practices
- Ability to effectively train and supervise assigned personnel
- Ability to understand and follow verbal and written instructions
- Ability to read, interpret, and implement district policy, state and federal regulations, and bargaining unit contracts
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to analyze situations and adopt an effective course of action
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to establish priorities and meet deadlines

- Ability to use standard shop tools and equipment safely and efficiently
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate to very loud noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, standing or remaining seated for long periods of time
- Maneuver and shift large buses without power steering
- Operate office equipment requiring repetitive hand movement and fine coordination
- Transport and lift objects weighing up to 50 pounds and objects weighing up to 150 pounds with assistance

Hazards:

- Exposure to fumes, airborne particles, oil, grease, and toxic or caustic chemicals
- Outdoor weather conditions

Other Characteristics:

- Ability to receive and respond to emergency calls after hours and on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/24/1983  
Revised: 9/1983  
Revised: 4/19/1995 (License Only)  
Revised: 5/23/2000 (License and Physical Characteristics)  
Revised: 3/28/2018  
Revised: 4/10/2018