TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Transportation Supervisor **CLASSIFICATION: Classified Management**
DEPARTMENT: Business Services

BASIC FUNCTION AND RESPONSIBILITY

Under the professional supervision of the Assistant Superintendent of Business or designee, plans, organizes, coordinates, supervises and is responsible for all student transportation activities and bus maintenance within the District. The employee in this classification trains, monitors, and evaluates all District bus drivers and bus mechanics.

ESSENTIAL JOB FUNCTIONS

- Directs and schedules transportation routes and drivers.
- Assures compliance with governmental laws, regulations, codes, restrictions and reporting requirements concerning the operation of the District's transportation activities, specifically including files and records required by the California Highway Patrol.
- Evaluates and documents driver knowledge, skills and performance related to efficiency, safety, legal requirements, work habits, and effectiveness.
- Performs field monitoring of fleet operations and service performance including safety and efficiency of bus routes and stops.
- Schedules the maintenance and inspection of buses such that the effective operation of the transportation system is not compromised.
- Confers with school site administrators regarding school schedules for efficient and safe student pick up and drop off times.
- Screens, interviews, and recommends candidates for employment, promotion, discipline, termination or transfer.
- Evaluates transportation personnel in accordance with District guidelines and collective bargaining contracts.
- Investigates school bus accidents; review and follow up to ensure pupil safety and to minimize District exposure.
- Designs and delivers bus driver in-service and training programs.
- Communicates effectively with site administrators, law enforcement officers, other officials, and members of the community to deal with concerns and complaints in a professional and proactive manner.
- Responds to after-hours and weekend emergency calls regarding transportation issues.
- Responds to inquiries and/or complaints from the public regarding student transportation.
- May be required to drive a school bus route.
- Carries out other duties as assigned.

ADDITIONAL JOB FUNCTIONS

Advises the Assistant Superintendent of Business Services regarding the repair, upgrade or replacement of buses.

EMPLOYEMENT STANDARDS

Requires Knowledge of:

- Federal, State, and local laws and regulations pertaining to school bus safety and operations.
- Principles and practices of safe and defensive driving.
- Techniques of effective training, supervision and evaluation.
- Practices involved in the organization and operation of a transportation system, including bus routing, scheduling, and pupil management on school buses.
- Maintenance and preparation of necessary and required forms and reports.

Requires Ability to:

- Plan, organize, supervise, and evaluate the performance of assigned staff.
- Interpret, apply and effectively explain rules, regulations, policies and procedures to both employees and the public.
- Keep accurate records, meet deadlines, and prepare accurate reports.
- Understand and carry out oral and written directions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Education:

- Possess any combination equivalent to three years of lead or supervisory experience in transportation (preferably in student transportation), transportation scheduling, routing, or transportation operations.
- Experience as a school bus driver.

License and Other Requirements:

- Possession of a valid California Commercial Driver's License Type A or B, California Special "S" endorsement, California Special "P" endorsement, California Special "Air Brake" endorsement, and an unrestricted California Bus Driver Instructor Certificate are all required during the course of employment.
- Employee must be and remain insurable by the District's liability insurance carrier(s).

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone or two-way radio, and hear sounds clearly up to 50 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, over a two-way radio, and when addressing groups of students waiting to board a bus or while on a bus.
- Ability to exert up to 50 pounds of force to push, pull, drag, or otherwise move objects.
- Ability hold hand-held auxiliary warning and "stop" signs at shoulder level.
- This type of work requires frequent and continuous standing and sitting for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, operate a gas/diesel fueling system, move about the work area, move around the work site, and board and operate a school bus.
- Employees in this classification work both in an office environment and in a school bus. They are subject to occasional nauseous fumes, loud noise and moving vehicles.