

BUENA PARK SCHOOL DISTRICT

TRANSPORTATION AND SAFETY SUPERVISOR

DEFINITION

Under the direction of the Chief Operating Officer, organizes and coordinates the activities of the transportation department; supervises all transportation staff; manages department budgets; participating member of a team that organizes and coordinates operational safety initiatives; performs other related work as required.

EXAMPLES OF DUTIES

- Supervise and evaluate all transportation staff of the District
- Work with Fiscal Services to create, implement, and revise an annual budget for transportation department expenditures
- Prepare long-range division and budget planning for equipment replacement and equipment surplus
- Adhere to District policies
- Ensure that all fuel and vehicle supplies are ordered and stocked
- Provide preventive maintenance checks and services schedule for all District vehicles
- Determine the appropriateness of vehicle service requests and authorize work to be completed
- Establish and maintains records for district vehicle maintenance in accordance with CHP and DOT requirements
- Ensure that standards consistent with all applicable laws and regulations are maintained
- Manage compliance of all safety regulations governing pupil transportation
- Inspect all district vehicles on a regular basis to determine that high standards of cleanliness, safety, and security are maintained
- Ensure that all transportation technology, communication, and camera systems are in working order, and arrange for support of these systems as needed
- Perform dispatching duties and activities
- Recruit, coordinate training of, and supervise all bus drivers, organize bus driver training to all bus drivers, in-service, renewal, and original training
- Maintain drivers' records, schedule DOT physicals, and renewal appointments
- Check driver logs and mileage sheets, and maintain end of the year mileage reports
- Evaluate stops, drop-offs, and routes with drivers
- Supervise the work of the District mechanic(s), and other transportation personnel as assigned
- Schedule, allot time, and assign driver personnel for all student transportation within the district
- Design and periodically revise bus schedules and routes according to fluctuations in the number of passengers or District needs
- Maintain transportation records and prepare reports as needed
- Responsible for the submission of grant applications and compliance reports
- Responsible for managing all required inspections and reporting functions including, but not limited to: CHP motor carrier inspections, monthly underground storage tank (UST) inspections and government fleet smog check program
- Respond to and investigate accidents involving district vehicles
- Respond to and investigate complaints regarding district vehicles and student transportation
- Schedule and organize rental vehicles and charter busses in support of district activities
- Drive a bus as needed
- Participate as a member of the safety committee
- Conduct and monitor fire drills, lock downs and other emergency procedure drills with other assigned managers for the purpose of complying with established safety guidelines
- Participate in unit meetings, in-service training, workshops, hearings, etc. for the purpose of conveying and/or gathering information required to perform safety functions

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- Respond to a variety of situations (accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns
- Provide after-hours support as needed
- Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- Practices of operating a school district's transportation system and fleet vehicles
- Equipment and methods used to maintain vehicles and powered equipment
- Laws and rules pertaining to the transportation of children and the maintenance of transportation vehicles
- Safety practices and procedures applicable to transportation of children and use of motor vehicles
- Computer software including email, word processing, spreadsheets, and databases
- Effective communication techniques using tact and professionalism

Ability to:

- Coordinate and supervise the work of others and to develop and maintain cooperative working relations with those contacted in the course of the work
- Process orders and work with vendors to order supplies, equipment, and services
- Carry out written and oral instructions
- Read and interpret transportation policies
- Prepare and present oral and written reports
- Assist and provide direction to the employees as it relates to personnel issues and concerns

EXPERIENCE

Five years of successful experience in the transportation field with three years of supervisory experience. Equivalent education or experience may be substituted for the requirements listed above.

EDUCATION

High School Diploma or equivalent; Associate of Art's and/or Bachelor's degree preferred.

LICENSES AND OTHER REQUIREMENTS

- DOJ and FBI fingerprint clearance
- Negative TB test within the last four years
- A valid unrestricted California Commercial Driver's License, Class B with passenger and School Bus endorsements within 90 days of employment
- A valid unrestricted California School Bus Driver's Certificate within 90 days of employment
- A First Aid Certificate issued by the American Red Cross within one year of employment
- A valid medical certificate approved by the Department of Motor Vehicles within 90 days of employment

WORKING CONDITIONS

Environment:

Indoor and outdoor environments; will require driving a vehicle.

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Physical Demands:

Continuous hand-eye coordination, use of hands and fingers and manipulation of large and small objects; frequent lifting of objects with a strength factor of light work; frequent sitting, standing, and walking; occasional bending, reaching, and stretching overhead, above shoulders, and horizontally; occasional pushing, pulling, dragging, kneeling, crouching and squatting; rare instances of climbing and balancing; verbal, auditory, and written capabilities to effectively communicate in an articulate manner; clarity of vision at varying distances.

DISASTER SERVICE WORKER

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved: 7/12/21