

**SUPERVISORY JOB DESCRIPTION**

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**TRANSPORTATION SUPERVISOR**

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**JOB SUMMARY:**

Under administrative direction, supervises district transportation services and special education services contracted with other districts. Coordinates planning, organizing, and supervising transportation operations and services; coordinates special education student transportation with District and school administrators; supervises and evaluates assigned classified non-supervisory employees; committed to providing efficient and safe student transportation; committed to teamwork, collaboration, and cross-training job functions to provide optimum services for students, staff and community.

**ESSENTIAL JOB FUNCTIONS:**

- Plans and supervises special education transportation services.
- Supervises technical work of routing section and maintains operational familiarity with bus routing software in use.
- Supervises, coordinates and evaluates assigned transportation staff.
- Supervises and coordinates special education routes and field trips.
- Analyzes traffic conditions, bus capacity and student distribution in order to make workable adjustments in operations.
- Coordinates bus routes and schedules with the assignment of drivers to routes and buses according to applicable procedures and contract provisions and as needed in unexpected circumstances.
- Confers with district and site administrators, and with parents regarding transportation.
- Ensures that driver records are maintained, that driver times are accurate, and that deviations from assigned times are documented.
- Participates in preparing handicapped accessibility specifications for vehicle and equipment acquisitions.
- Participates in transportation personnel selection and training.
- Prepares budget recommendations directed to safe and efficient transportation services.
- Serves on district policy committees as needed.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Five years of experience of increasingly responsible pupil transportation experience including scheduling and coordination responsibilities; five years of lead or supervisory experience is desirable.
- Ability to plan and supervise district transportation busing operations; plan, organize, evaluate, supervise the work of classified staff; maintain records and prepare written and oral reports; work with the public concerning bus schedules and student issues; coordinate staff and driver schedules and assignments; use computer based data programs; establish and maintain effective working relationships; analyze situations and adopt effective courses of action; meet schedules and timelines; operate and evaluate radio communication.

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- Knowledge of provisions of the California Motor Vehicle and Education Codes and the Department of Transportation Drug and Alcohol Testing procedures applicable to the operation of vehicles in the transportation of students; Safe driving practices; principles of efficient and economical bus routing techniques and scheduling of employees; rules and regulations affecting District Transportation Department; geographic and topographic characteristics of the community served by the District; principles of dispatching and scheduling of school buses; training, supervision and evaluation techniques; record keeping techniques.
- Education requirements: Bachelors degree from a recognized college or university in business, public administration, or transportation planning or a combination of experience and training that demonstrates knowledge and abilities; possession of or ability to obtain a California Class B Commercial Driver's License and School Bus Driver's Certificate; possession of a California Department of Education School Bus Driver's Instructor's Certificate is desirable.
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*Supervisory Salary Schedule: Range 23*

*BOARD APPROVED: 5/18/99*

*REVISION DATES:*