



Excellence for all.

Job Title: Supervisor of Transportation

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of an Assistant Superintendent, plan, organize, direct, and participate in the work of staff responsible for providing efficient student transportation and District vehicle maintenance services; perform a variety of technical tasks relative to assigned area of responsibility.

Distinguishing Characteristics:

The Supervisor of Transportation provides overall leadership and assumes management responsibility for the Transportation Department and ensures the district's transportation operation follows local, state, and federal regulations. This is the highest classification in the transportation job family.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Plan, organize, direct, and participate in the work of staff responsible for providing student transportation and school crossing protection services; supervise the maintenance of District vehicles within the Transportation Maintenance Division.
- Participate in the selection of crossing guards and transportation staff; provide or coordinate staff training; schedule staff into driver training and safety programs; assist employees to correct deficiencies; recommend and implement discipline procedures.
- Train, supervise and evaluate assigned personnel; assist new drivers concerning student behavior management and other pupil transportation related problems and situations. Ride with the bus drivers and evaluate new bus stops or changes in routes, report observations of obstructions and road hazards to appropriate personnel or department. Evaluate drivers for safe driving practices.
- Conduct bus inspections with bus drivers and report damage, vandalism, malfunctions, and defects as assigned. Recommend assignment of drivers maximizing the utilization of equipment and personnel.
- Dispatch drivers to assigned routes or locations. Plan and maintain regular school bus schedules and organize emergency routing. Develop, compile, and maintain a variety of bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate. Prepare various reports on operations and activities.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing student transportation and vehicle maintenance services; implement policies and procedures.

- Participate in the preparation and administration of the transportation maintenance division budget; submit budget recommendations; monitor expenditures.
- Confer with parents, principals and other school administrators regarding problems concerning pupil transportation or discipline; receive and respond to inquiries from parents concerning routing and other transportation questions.
- Perform the full range of bus driving as needed.
- Schedule and supervise the maintenance and repair of District gas and diesel vehicles and power equipment including buses, trucks, vans, cars, lawnmowers, edgers and blowers, order, and account for fuel supplies.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Operations, services, and activities of a student transportation program.
- Operations, services and activities of a vehicle maintenance and repair program.
- Principles of supervision, training, and performance evaluation.
- Modern and complex principles and practices of efficient and economical bus routing and employee scheduling.
- Procedures, methods and techniques of dispatching and scheduling school buses.
- Safe driving practices.
- Modern and complex principles and practices of gas- and diesel-powered vehicle overhaul and repair.
- Modern and complex principles and practices of vehicle preventive maintenance.
- Technical aspects of gasoline and diesel engine repair.
- Computer operations and database management.
- Pertinent Federal, State, and local laws, codes and regulations including sections of the Education Code pertaining to school bus operations and pupil transportation.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Supervise, organize, and review the work of transportation personnel.
- Develop and maintain efficient record-keeping of assigned equipment and codes.
- Select, supervise, train, and evaluate staff.
- Interpret and explain District student transportation policies and procedures.
- Prepare clear and concise reports.
- Dispatch and schedule bus drivers.
- Maintain records and prepare written and oral reports.
- Work with the public concerning scheduling of bus routes.
- Develop and schedule efficient bus route systems.

- Write specifications for equipment purchases.
- Enter and retrieve data from a computer.
- Communicate effectively both orally and in writing.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school; and five years of increasingly responsible experience in transportation operations and maintenance including lead or supervisory responsibility. Successful completion of the Merit examination process is required.

Licenses and other requirements: Possession of a valid California School Bus Driver Certificate. Class B driver's license with passenger endorsement. Valid First Aid and CPR certificates. Possession of, or ability to obtain, a valid School Bus Driver Instructor's Certificate.

Working Conditions:

Environment: Office and field environment. Driving a vehicle from site to site.

Physical Abilities/Hazards: Sitting, standing, or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard and telephone. Seeing to review written documentation, read documents and inspect sites. Hearing and speaking to exchange information in person and on the telephone. Bending at the waist, kneeling, or crouching. Reaching above the shoulders, overhead and horizontally. Pulling, pushing, and carrying heavy objects.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 139

Approved by the Personnel Commission: August 12, 2008

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