

**CENTRAL UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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**Position:** Transportation Operations Supervisor**CLASSIFICATION:** Supervisory**Reports to:** Transportation Manager**FLSA:** Non-Exempt**Range:** Classified Management Salary  
Schedule

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**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and five years experience in student transportation including at least one year scheduling routes.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B-P, with an S endorsement drivers license;

Valid California medical certificate;

California Special Driver's certificate for Type I school bus with no restrictions.

Ability to obtain CDE school Bus Instructor Certificate with no restrictions required within six (6) months of employment.

**SUMMARY**

Plan, organize, coordinate and direct the routing, scheduling, and daily transportation services and operations of the department; prioritize, schedule and assign daily routes to bus drivers; assure compliance with time schedules and related laws, rules and regulations of student transportation; train, supervise and evaluate the performance of assigned staff.

**SPECIFIC RESPONSIBILITIES**

1. Plan, organize, coordinate and direct the routing, scheduling, and daily transportation services and operations of the department; assure compliance with time schedules and related laws, rules and regulations of student transportation.
2. Plan, organize, prioritize and assign daily routes to bus drivers.
3. Communicate with parents, District personnel and California Highway Patrol to provide information, coordinate activities and resolve issues, concerns or questions regarding student transportation; confer with District personnel regarding transportation needs.
4. Develop, maintain and modify District bus routes as required.
5. Train, supervise and evaluate the performance of assigned staff; process personnel records; make recommendations concerning staffing; interview, hire, terminate and discipline assigned staff according to District policies and procedures.
6. Participate in department operations as required; provide assistance to behind-the-wheel and classroom driver training programs; drive a school bus and provide assistance with dispatching activities.
7. 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.
8. Operate a computer terminal to prepare and maintain a variety of records and reports related to personnel, schedules, and others as required; submit to appropriate personnel and departments as necessary.
9. Perform related duties as assigned.

## **SPECIFIC QUALIFICATIONS**

### Knowledge Of:

- Local topography and road conditions.
- Provisions of the California Motor Vehicle Code, Title XIII, and the Education --
- Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
- Methods, procedures and techniques related to a large pupil transportation operation.
- Safe driving practices and methods.
- Principles and practices of supervision and training.
- Operation of a computer terminal and data entry techniques.
- District organization, operations, policies and objectives.
- Health and safety regulations related to student transportation.

### Ability To:

- Analyze and comprehend transportation planning activities and requirements.
- Plan, develop and implement bus driver bus routes, training and safety programs.
- Assist in the planning and organization of effective and efficient bus routes and schedules.
- Maintain accurate records and be able to prepare complete and comprehensive reports.
- Train, supervise and evaluate personnel.
- Learn department and program objectives and goals.
- Plan and organize work.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

## **WORKING CONDITIONS**

### Environment:

Indoor and outdoor work environment; subject to driving a school bus in various road and weather conditions to conduct work.

### Physical Abilities:

Sitting for extended periods of time; dexterity of hands and fingers to operate a computer terminal; bending at the waist; hearing and speaking to exchange information and provide training; seeing to read bus driver records.

### Hazards:

Exposure to driving a school bus during adverse weather and traffic conditions; exhaust fumes.