

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR OF TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Director of Transportation, supervise the day to day operations of the Transportation Department, and assist in the evaluation of department personnel.

REPRESENTATIVE DUTIES:

Supervise the scheduling and routing of home to school bus runs. *E*

Maintain an open communications with school sites to insure the delivery of on time service. *E*

Supervise the scheduling of substitute personnel in a manner that will maintain on time service to the students and schools. *E*

Maintain records and information needed by SELPA, school sites and other districts or organizations for which we provide services. *E*

Dispatch personnel in the event of an emergency situation. *E*

Maintain and control the budgets for office, training, first aid and miscellaneous supplies. *E*

Promote a safe, hazard free and friendly work environment for all employees. *E*

Supervise the payroll and absence process for all department employees. *E*

Conduct and attend training sessions. *E*

Maintain student transportation schedules and communications with Merced County Office of Education programs. *E*

Perform related duties as assigned.

Employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Supervisor of Transportation works under the direct supervision of the Director of Transportation. Exercises supervision and evaluation of Transportation Department employees. Acts as the department head in the absence of the Director.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

School bus routing and scheduling techniques.
Rules and regulations regarding pupil transportation.
Special education behavior modification.
Student behavior modification.
Record keeping techniques and office procedures.
Interpersonal skills using team building and decision making.
Written and oral communication skills.
Principles of supervision and vehicle operation.

ABILITY TO:

Train, supervise and evaluate personnel.
Maintain up to date knowledge of federal and state regulations.
Analyze situations and accurately adopt an effective course of action.
Work as a team member with all members in the department.
Work as a moderator in Site Based Franchise meetings.

EDUCATION AND EXPERIENCE:

Four-year college degree or a minimum of five years experience in a supervisory capacity and work experience in the pupil transportation field.

LICENSE AND OTHER REQUIREMENTS

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Transportation office environment with occasionally driving a vehicle or riding in a vehicle.
Emergency call out.

PHYSICAL ABILITIES:

Sitting for extended periods of time; ability to use computer for extended periods of time; hearing and speaking to exchange information; seeing to read and prepare reports.

HAZARDS

Work in and around students with injuries and disease; work around moving vehicles.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: June 30, 1998