TRANSPORTATION OPERATIONS SUPERVISOR, SAFETY AND TRAINING

SUMMARY

Under the direction of the Director of Transportation, plan, organize and supervise mandated bus driver training and safety programs according to established DMV and Department of Education laws, rules and regulations; organize and coordinate regular education student transportation routing; provide same support for special education student transportation routing as needed; train, supervise and evaluate the performance of assigned staff.

ESSENTIAL DUTIES AND RESPONSBILITIES

Oversee processing of requests for regular education students transportation to and from sites and assigning of students to bus stops; as needed participate in the updating and maintaining of regular education routes. May participate in the updating and maintaining of special education routes as needed.

Coordinate with site administrators regarding changes in site transportation needs.

Conduct studies of traffic conditions, pupil load and distribution; make adjustments as necessary.

Supervise Bus Driver – Trainers and Bus Driver – Delegated Instructor as appropriate; assist with interviewing activities and disciplinary actions for new and current bus drivers according to established procedures.

Communicate with District personnel, parents and the public regarding the student transportation system; provide information, respond to complaints and resolve issues; may include review of bus video.

Oversee driver bid process.

Prepare and maintain a variety of records including daily attendance, bus activity trip data, driver route assignment and other related information; operate a computer terminal and printer.

Assist drivers in completing injury and accident reports.

Assist bus drivers in maintaining orderly school bus environment; assure discipline is implemented as necessary.

Plan, organize and supervise mandated bus driver training and safety programs according to established DMV and Department of Education laws, rules and regulations; develop, implement and conduct bus driver training programs to qualify new and current bus drivers for certification and other related requirements.

Review department safety concerns; communicate with department staff regarding vehicle safety and school bus operations such as wheelchair lifts and other equipment; receive information related to special transportation needs as necessary.

Establish and maintain files and records necessary for completion of State required reporting and prepare periodic and special reports.

Provide in-service training and educational activities for Transportation Department staff in a variety of areas including defensive driving, efficient and safer student transportation methods, first aid, bus evacuation and others as required.

Evaluate student transportation procedures, routes and stops for conformance to standards of safety.

Investigate accidents according to established procedures; organize Accident Review Committee, compile related information and present to Accident Review Committee as required.

Update and maintain the DMV Pull Notice Program according to State reporting requirements; review pull notices from DMV for drivers of District vehicles; add and delete new or former District employees.

Perform dispatching and routing activities as assigned.

Operate a school bus on routes or activity trip when needed.

Perform related duties as assigned.

KNOWLEDGE OF:

Rules and regulation pertaining to pupil transportation as stipulated in the California Administrative Code, Education Code and Vehicle Code.
Board policies relating to student transportation.
Instruction techniques as related to safe driving methods.
Geographic and topographic characteristics of community served by the District.
Computerized routine systems and their applications.
Recordkeeping techniques.
Methods pertaining to Transportation/Vehicle industry.

ABILITY TO:

Prepare lesson guides relating to pupil transportation.
Organize and instruct classes for qualified bus drivers and new applicants.
Analyze situations accurately and adopt an effective course of action.
Coordinate and implement an efficient student transportation system.
Dispatch and schedule bus drivers.
Maintain records and prepare written and oral reports.
Work with the public concerning scheduling of school bus routes.
Develop and schedule efficient bus route systems.
Enter and retrieve applicable bus transportation data using a computer.
Plan, organize, evaluate and supervise the work of subordinates.

Make arithmetic computations with speed and accuracy.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Operate a computer terminal and printer.

Minimum Qualifications:

Any combination of education and experience equivalent to: graduation from high school and completion of State School Bus Driving Instructor course and five years experience as a school bus driver, including the responsibility in training school bus drivers.

Other Necessary Requirements:

California Class B driver's license with passenger endorsement.
California School Bus Driver's Certificate.
Valid Medical Certificate.
Classroom and behind the wheel Instructor's Certificate.

ENVIRONMENT:
Office environment.
Light background noise.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read bus schedules.

DMA RANGE 6
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