

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: SUPERVISOR OF TRANSPORTATION

REPORTS TO: Director of Transportation

SUPERVISES: School bus drivers, school bus aides, cover drivers, substitute school bus drivers, substitute school bus aides, and other personnel as directed.

JOB GOAL: Under the direction of the Director of Transportation, the Supervisor of Transportation provides leadership, guidance, and operational oversight of the District's transportation services. The role ensures safe, reliable, and efficient transportation for students while fostering a supportive work environment for transportation staff. This position is responsible for supervising and training employees, managing daily transportation operations, and ensuring compliance with applicable laws and District policies.

QUALIFICATIONS

Knowledge of

1. California Motor Vehicle Code, Education Code, and transportation-related laws and regulations.
2. District transportation policies and procedures.
3. Best practices in school bus safety, dispatching, and routing systems.
4. Personnel supervision, training, and evaluation.
5. Incident and accident reporting protocols.
6. Use of dispatch and routing software and two-way radio communication.
7. First aid practices and procedures.
8. Customer service and effective communication strategies.

Ability to

1. Inspire a culture of accountability, professionalism, and teamwork within the transportation team.
2. Effectively supervise, train, and evaluate staff using best practices in leadership and performance management.
3. Coordinate routing, scheduling, and dispatch activities to ensure timely transportation services.
4. Resolve parent, staff, and community concerns in a courteous and solution-focused manner.
5. Monitor staff compliance with laws, safety standards, and District policies.
6. Analyze, report, and act on incidents, route efficiency, and operational trends.
7. Collaborate with external agencies such as CHP, law enforcement, and regulatory bodies.
8. Oversee training programs and ensure drivers maintain necessary certifications.
9. Maintain accurate operational records and prepare reports as needed.
10. Operate standard office and transportation-specific software systems.

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Training and Experience

1. Graduation from high school or equivalent.
2. Minimum of three (3) years of progressively responsible experience in school transportation, including at least two years in a supervisory or lead role.
3. Valid California Commercial Class B Driver's License or ability to obtain upon hire.
4. Experience in training and performance management preferred.

ESSENTIAL FUNCTIONS

1. Supervise day-to-day operations of the transportation department, including scheduling, routing, dispatching, equipment coordination, and staff development.
2. Provide ongoing training, coaching, and evaluation to staff to promote growth, professional standards, and compliance with transportation safety laws and District policy.
3. Monitor the development, adjustment, and implementation of bus routes, stops, and schedules to ensure safe, timely, and efficient student transportation services.
4. Collaborate with school sites, special education staff, and administrators to accommodate specific student needs including participation in IEP meetings as required.
5. Coordinate and oversee investigations of bus accidents and student incidents; complete and submit detailed reports to District officials and law enforcement as needed.
6. Supervise the assignment of staff to daily routes, special trips, and event transportation, ensuring appropriate coverage during employee absences.
7. Assist the Director in developing and monitoring the transportation department budget, including cost control, staffing allocation, and supply requisitions.
8. Ensure accurate records and documentation are maintained including training logs, timecards, fuel usage, field trip assignments, discipline records, and compliance reports.
9. Communicate with parents, school staff, and community members regarding transportation issues and inquiries, providing timely and respectful resolution to concerns.
10. Monitor dispatch operations and support efficient deployment of the vehicle fleet; ensure that vehicle use aligns with maintenance schedules and operational goals.
11. Participate in department and District-level planning to improve transportation systems, technology usage, and customer service.
12. Serve as liaison to external agencies including California Highway Patrol, local police, and the Department of Education regarding regulations, investigations, and audits.
13. Ensure operational compliance with all applicable transportation laws, safety mandates, and District policies and procedures.
14. Represent the department in meetings and workshops, and lead transportation safety initiatives across the District.
15. Assist in recruitment, hiring, and evaluation of transportation staff and support a culture of collaboration, respect, and continuous improvement.

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PHYSICAL ABILITIES

1. Able to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.
2. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
3. Able to conduct verbal conversation in English or other designated language.
4. Able to hear normal range verbal conversation (approximately 60 decibels).
5. Able to sit, stand, stoop, kneel, bend, and walk for extended periods.
6. Able to lift and/or carry up to twenty (20) pounds frequently, and forty (40) pounds occasionally.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to exhibit full range of motion for upper and lower body movement.
9. Able to work in a variety of weather conditions and temperatures.
10. Able to safely operate office equipment and a motor vehicle as required.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: 12-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for Professional Personnel. The evaluation will be completed by the Assigned Administrator.

Approved by:	Board of Education	Date:	August 3, 1990
Amended by:	Board of Education	Date:	August 14, 1997
Amended by:	Board of Education	Date:	October 19, 2006
Amended by:	Board of Education	Date:	May 8, 2025

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**