

TRANSPORTATION SUPERVISOR

DEFINITION

Under direction, supervises the scheduling, routing, and operations of transportation for special education and other assigned students between home, school, and various community locations; coordinates communications, contractor services, and personnel to meet student transportation needs; supervises and evaluates the performance of assigned personnel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the transportation series that exercises independent judgment on diverse and specialized transportation needs with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day transportation routing and operations. Incumbents provide technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and supervises San Mateo County Office of Education (Office) transportation operations, scheduling, routing, and activities ensuring safe and timely transportation of special education and other designated students to and from school, home, and various community locations;
- Assigns, supervises, and reviews for compliance with established requirements and procedures the work of staff providing transportation services; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Oversees and participates in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities; oversees the review, verification, and adjustment of schedules in response to school district calendars, address changes, student transfers, school schedule changes, new students, and service requests; and ensures safety of pick-up and drop-off locations.
- Coordinates communications, contractor services, and personnel to meet student transportation needs and smooth and efficient transportation activities; confers with parents, staff, faculty, administrators, contractors, and various outside agencies concerning transportation needs and activities; ensures proper and timely resolution of transportation issues and conflicts.
- Monitors contractor activities to ensure compliance with established standards and contract specifications.
- Plans, organizes, and ensures proper completion of required daily safety inspections of buses; ensures

transportation activities comply with applicable laws, codes, rules, regulations and requirements of the California State Department of Education and the California Highway Patrol.

- Directs and participates in the review, processing, and preparation of route consolidations; utilizes a computerized bus routing and scheduling system; initiates queries, manipulates data and generates computerized routes, consolidations, and schedules.
- Participates in the development and preparation of the annual preliminary transportation budget; reviews and evaluates budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; supervises monthly billings for transportation charges and approves contractor payments.
- Serves as a technical resource concerning Office transportation functions; responds to inquiries and provides detailed and technical information concerning related routes, schedules, vehicles, laws, rules, regulations, requirements, policies, and procedures.
- Compiles information and oversees and participates in the preparation and maintenance of various records and reports related to students, personnel, contracts, mileage, billings, financial activity, and assigned duties; ensures mandated reports are completed in accordance with established timelines.
- Monitors and maintains adequate inventory levels of transportation supplies and equipment; coordinates purchasing activities and approves purchases as needed; participates in the preparation of contract documents and the review, evaluation, and awarding of bus contracts.
- Attends and participates in various meetings and in-services as required.
- Serves as an informational resource concerning student transportation functions; responds to inquiries and provides information concerning related routes, schedules, standards, requirements, practices, policies, and procedures.
- Coordinates response to emergency transportation situations, vehicle problems, and malfunctions; reviews maintenance records to ensure proper inspections and maintenance.
- Oversees, verifies, and ensures the appropriate and timely conducting of school bus evacuation drills.
- Ensures staff observe and comply with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade; and
- Three (3) years of increasingly responsible experience in transportation scheduling, dispatching, or a closely related field.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of student transportation.

- Scheduling and routing of student transportation activities.
- Standards, requirements, procedures, and techniques for the safe and timely transportation of students with special needs.
- Modern methods and principles of efficient and economical bus routing techniques.
- Methods and techniques of resolving day-to-day transit operational issues.
- Basic budget preparation and administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and supervise Office transportation operations, routing, scheduling, and activities to ensure the safe and timely transportation of special education and other designated students.
- Learn school sites and geography of San Mateo County.
- Supervise the development and adjustment of bus routes and stops to enhance efficiency and meet student transportation needs.
- Utilize computerized systems to generate routes, consolidations, and schedules.
- Review, verify and adjust schedules in response to school district calendars, address changes, student transfers, school schedule changes, student needs, new students, and service requests.
- Review, process, and prepare route consolidations.
- Respond decisively and effectively in resolving problems and emergency situations.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.