

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: SUPERVISOR OF TRANSPORTATION

Classification:	Management	Work Year:	225 Days
Department:	Facilities, Maintenance, Operations and Transportation	Board Approval:	06/19/2008
Reports To:	Director-Facilities, Maintenance, Operations & Transportation	Format Revision:	10/23/2009
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Supervise the operations of the Transportation Department including assisting staff in performance of their duties, meeting school site schedules, providing behind-the-wheel and classroom training for District school bus drivers, developing school bus routes, and direct maintenance program for District buses.

REPRESENTATIVE DUTIES:

- Plans, assigns, and directs work of school bus drivers and other assigned staff in the safe and efficient operation of the District's school buses.
- Acts as primary public contact for transportation department.
- Assigns daily work schedules, extra trips, and arranges for contract carriers when necessary.
- Assists in recruitment and selection of school bus drivers and other transportation staff.
- Coordinates the recruitment and maintenance of qualified substitute drivers.
- Plans bus routes, stops, and schedules according to District instructional program and acceptable safety standards.
- Reviews and recommends changes in route schedules, equipment acquisitions, and other matters affecting transportation operations with supervisor.
- Confers with site administrators, parents, teachers, students, and other drivers regarding student discipline problems.
- Investigates complaints concerning Transportation Department personnel and practices and makes recommendations as appropriate.
- Represents Transportation Department at meetings with parents and principals regarding student transportation needs.
- Establishes and administers preventive maintenance and mechanical repair programs for the District's school buses.
- Maintains records and prepares necessary reports regarding operations of the transportation system and bus repair activities as required.
- Assists in review of District policies, administrative regulations, and procedures related to transportation operations.
- Develops Transportation Department budget.
- Schedules and supervises required student training activities.
- Coordinates periodic Dept. of Motor Vehicles inspections and certification of District buses, and serves as liaison with California Highway Patrol.
- Coordinates behind-the-wheel training and classroom instruction on school bus regulations/safety procedures.
- Evaluates performance of bus drivers to ensure basic skills levels are met and in compliance with State Certification requirements.
- Performs personnel related functions such as selection, evaluation, counseling, discipline, and recommendations for termination of employees as necessary.
- Monitors drug and alcohol testing program for Transportation Department.
- Performs other duties similar to the above in scope and function as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Experience as a supervisor and/or driver trainer in a school district and/or instructional setting.

LICENSES AND OTHER REQUIREMENTS:

- Possession of an appropriate and valid California driver's license and evidence of insurability.

- Possession of valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate; plus all other legal requirements by law or regulation.
- Possession of current California School Bus Driver Instructor Certificate.
- First Aid Certificate.
- Drug testing clearance.
- All other requirements by law or regulation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard and accepted principles and methods of supervising, training, scheduling, and evaluating transportation staff.
- Safe driving practices.
- Standard and accepted practices and methods of operating a school transportation System.
- Operation of various vehicular engine designs including gasoline and diesel.
- Methods, tools, and equipment employed in the mechanical maintenance of school buses and other automotive equipment.
- Elements of an effective preventive maintenance program.
- Computer utilization relative to transportation and supervisory requirements.
- Provisions of the California Motor Vehicle Code, State Education Code, and other laws, rules and regulations applicable to the operation of vehicles transporting students.

ABILITY TO:

- Plan and organize department activities.
- Communicate effectively using strong interpersonal skills.
- Recruit, select, train, and evaluate performance of assigned staff.
- Operate school buses and vans in a safe manner.
- Manage maintenance work on school buses and other automotive equipment.
- Evaluate routes and schedules to meet deadlines and District requirements.
- Operate contemporary office equipment including a PC and related software.
- Administer First Aid.
- Perform basic mathematical functions rapidly and effectively.
- Maintain accurate records and prepare routine reports.
- Understand and carry out oral and written instructions in an independent manner.
- Communicate effectively in both oral and written form.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintain cooperative relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Drives school bus to multiple locations.
- May be exposed to the extremes of the outdoor environment and conditions.
- Lifting and or carrying objects or students.
- General office environment.

PHYSICAL ABILITIES:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone, and standard office equipment.
- Sufficient mobility to move about the District and drive a school bus.
- Physical, mental, and emotional stamina to endure long hours sometimes under stressful conditions.
- Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull or climb.
- Requires lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.