LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Transportation Supervisor	**REPORTS**:	Director / Designee
DEPARTMENT:	Transportation	**CLASSIFICATION:**	Supervisory
FLSA:	Exempt	**WORK YEAR:**	245 Days
ISSUED:	**05/19/16**	**SALARY SCHEDULE:**	**360**

Job Purpose Statement/s:
Under the direction of the Director of Transportation/Designee, plan coordinate and oversee the routing, scheduling and daily transportation operations of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations; use geographic mapping and routing computer programs to plan the most efficient and effective bus routes and to assist in planning school boundary changes; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

Essential Job Functions:

- Provides direction and assistance in the development of all routes, driver assignments, bus schedules and employee bidding processes to support the efficient functioning of Special Education and Home to School transportation.
- Plans the effective and efficient development of bus routes; monitors routes daily and makes necessary adjustments to mitigate overloads, delays and related problems.
- Prepares and maintains a variety of records and reports related to routing, schedules, accidents, and other transportation services; reviews daily time reports, bus records, fuel use and vehicle inspection records.
- Trains, supervises, and evaluates the performance of assigned staff; interviews and recommends selection of employees; recommends transfers, reassignments, terminations and disciplinary actions.
- Maintains a variety of transportation records including license and certificate expirations.
- Visits school sites to observe and evaluate bus passenger loading and unloading zones.
- Receives and responds to calls for assistance during evening/night/weekend hours for events and activities. Must be available on call as needed.
- Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Directs assigned transportation personnel for the purpose of assisting the individuals in performing their functions in a safe and efficient manner.
- Dispatches drivers to ensure scheduling demands are met.
- Maintains transportation department files providing documentation for audit purposes and meeting district, state and federal requirements.
- Prepares documentation to support the conveyance of both written and verbal communication.
- Assists in the implementation, proposal or development of policies of and for the Governing Board pertaining to district transportation services.
- Manages the transportation of students to and from school and on special bus trips in conformance with District rules, policies and procedures; local governmental ordinances; California Education and Motor Vehicle Codes; and California Highway Patrol regulations.

- Provides input into the establishment of Transportation Services Division policy and enforces that policy including but not limited to boundary changes and personnel requirements.
- Assist with the planning and supervises the deployment of personnel and equipment in an effort to achieve the greatest degree of efficiency and cost effectiveness.
- Assist with the development of routes in the most efficient manner; consolidation of routes and trips, and the most efficient use of resources.
- Coordinates the resolution of student transportation concerns; and scheduling, routing and dispatching activities.
- Assist with the management of school bus accidents investigations, including interviewing involved personnel, reviewing accident reports, and making appropriate dispositions.
- Proactively responds to and resolves student transportation problems that may involve meeting with public officials, bus drivers, management staff, parents, community groups and District administrators.
- Reviews transportation reports and data; explores ways to increase operational efficiency.
- Establishes a strong rapport with the local educational community by visiting schools and through consistent and pertinent written and verbal communication.
- Assists in the development of the departmental budget; makes recommendations for the purchase of transportation supplies, materials and equipment.
- Performs related duties as assigned.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.

Job Requirements - Qualifications:

* **Experience Required:** Five (5) years supervisory experience and/or seven (7) years experience as a dispatcher or state certified driver instructor in a school bus transportation operation with a minimum of 50 routes.

* **Knowledge and/or Abilities Required:**

Knowledge of: Vehicle operation, basic maintenance requirements and driving codes, training requirements. State and local laws and regulations pertaining to school bus safety and operation; principles and practices of safe, defensive driving; principles of training and personnel supervision; principles and practices involved in organization and operation of a school transportation system; principles of routing and scheduling buses and passengers; principles of pupil management on school buses; development and maintenance of necessary and required reports and records; computer systems, two way radio and other equipment and technology used in the operation of a transportation department.

Ability to: Coordinate and implement an efficient, effective transportation system. Analyze data and prepare clear, concise recommendations and reports. Make recommendations based on patterns and trends. Make timely and appropriate decisions in emergencies. Proficiently utilize business software including word processing, spreadsheets, presentation and email programs. Communicate effectively orally and in writing. Work under pressure and deadlines. Plan, organize, train, supervisor and evaluate the performance of assigned staff; communicate clearly the principles and practices of safe driving and pupil management; access and fully utilize the local area network computer application and third party software applications; interpret, apply and explain rules, regulations, policies and procedures; work with site administrators, law enforcement, other officials, and members of the community to deal with concerns and complaints in a professional and proactive manner; establish and maintain effective organization, community, and public relationships; comply with the district's customer service standards, as outlined in Board Policy.

* **Education Required**:

High School diploma or equivalent. Bachelor's Degree desirable in a related field. College level course work in Organizational Leadership, Business Management, Transportation Management, or a related subject desirable.

LICENSE REQUIRED:

Must possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Must also possess and maintain a School Bus Driver's Certificate. Current DMV report. Criminal Justice Fingerprint Clearance, Drug Testing Clearance, First Aid Certificate.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License.