DELANO JOINT UNION HIGH SCHOOL DISTRICT

Cesar E. Chavez High School
Delano High School
Robert F. Kennedy High School
Valley High School

Approved: 11/10/2026
Posted: 11/12/2026

C L A S S I F I E D P O S T I N G

POSITION **TRANSPORTATION SUPERVISOR**

JOB SUMMARY: Under the direction of the Assistant Superintendent, Business/Operations, to organize and direct student transportation to and from school, athletic events, and on educational field trips; schedule and coordinate vehicle maintenance, bus driver training and other transportation programs; supervise and evaluate the performance of assigned personnel.

LOCATION: Delano Joint Union High School District

STARTING DATE: As soon as possible (2026/2027 School Year)

HOURS: 8 hours per day/12 months per year

SALARY: As per Classified Management Salary Schedule

APPLICATION PROCEDURE: Jesus Gonzalez, Assistant Superintendent of Personnel Services
Delano Joint Union High School District
1720 Norwalk Street
Delano, CA 93215

CLOSING DATE: December 1, 2026

The Delano Joint Union High School District is committed to equal opportunity for all individuals in education. Such programs and activities shall be free from unlawful discrimination, harassment, intimidation, and bullying based on and/or association with a person or group with one or more of these actual or perceived characteristics of race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, parental status, physical or mental disability, medical information, sex, sexual orientation, gender, gender identity or expression, genetic information, immigration status, Military Veterans status, homelessness, foster status, or any other basis prohibited by California state and federal nondiscrimination laws pursuant with Education Code 200 and 220, Government Code 11135 and Title IX.

If you an employee believes they have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Title II and Title IX Officer, Jesus Gonzalez, Assistant Superintendent, at phone number 661-720-4129, address 1720 Norwalk Street, Delano California or by email at jgonzalez@djuhsd.org. A copy of DJUHSD's Uniform Complaint policy and Nondiscrimination policy are available here and upon request.

Applicant must be able to pass the required tests at a minimum rate of 70%. Successful applicants will then be scheduled for an oral interview. If employed, you will be required to submit to a substance abuse test.

DELANO JOINT UNION HIGH SCHOOL DISTRICT

TRANSPORTATION SUPERVISOR

BASIC FUNCTION:

Under the direction of the Superintendent or designee, plans, organizes, coordinates, and supervises the District's student transportation operations; oversees safe and efficient transportation of students to and from school and to approved extracurricular, athletic, and educational activities; coordinates routing, scheduling, dispatching, vehicle maintenance, safety, regulatory compliance, and school bus driver training programs; supervises, trains, and evaluates assigned personnel; assists in the development and monitoring of the Transportation Department budget; and performs related duties as assigned.

ESSENTIAL FUNCTIONS OF THIS POSITION:

A. Plans, organizes, coordinates, and supervises the day-to-day operations of the District's student transportation program to provide safe, efficient, and dependable transportation services.

B. Develops, reviews, and modifies bus routes and schedules to promote operational efficiency, safety, appropriate service levels, and cost effectiveness; coordinates regular, special education, athletic, activity, and field trip transportation.

C. Coordinates daily driver assignments and substitute coverage; adjusts routes and assignments in response to staffing, road conditions, weather, emergencies, student needs, or other operational circumstances.

D. Supervises, conducts and directs staff training and development and evaluates assigned transportation personnel; assigns and reviews work; provides coaching and corrective direction; participates in employee selection, discipline, performance management, and other personnel processes consistent with District policies, procedures, and applicable collective bargaining agreements.

E. Develops, implements, monitors, and enforces transportation safety procedures and operational practices consistent with applicable federal and California laws, regulations, California Highway Patrol requirements, California Department of Education requirements, and District policies and procedures.

F. Coordinates and monitors required school bus driver training, certification, professional development, and related records. Provides instruction personally when appropriately certified or ensures that required instruction is provided by an appropriately certified instructor.

G. Oversees and coordinates inspections, preventive maintenance, repair, servicing, and replacement planning for District buses, vehicles, and related transportation equipment; maintains appropriate maintenance schedules and records; coordinates outside repair and vendor services when necessary.

H. Monitors the condition, safety, cleanliness, and operational readiness of District transportation vehicles and equipment.

I. Coordinates required school bus evacuation drills, emergency preparedness activities, accident-response procedures, and other transportation-related safety programs.

J. Works collaboratively with administrators, staff, parents/guardians, and transportation employees to address student transportation concerns, including routing, scheduling, safety, and student behavior.

K. Responds to and assists with the investigation and documentation of transportation-related accidents, incidents, complaints, and safety concerns; prepares appropriate reports and recommends corrective action when necessary.

L. Develops, prepares, monitors, and administers the Transportation Department budget; reviews expenditures and assists with purchasing, equipment replacement, contracts, and long-range transportation planning.

M. Maintains required transportation, driver, vehicle, maintenance, training, inspection, and operational records; prepares reports and documentation as required by the District and regulatory agencies.

N. Utilizes applicable technology and information systems for routing, scheduling, dispatching, communications, fleet management, recordkeeping, reporting, and operational analysis..

O. Maintains current knowledge of laws, regulations, standards, and industry practices affecting student transportation and recommends changes to District procedures as appropriate.

P. Collaborates with District departments, school administrators, and other personnel regarding transportation needs, bell schedules, extracurricular activities, athletics, field trips, special programs, emergency operations, and related matters.

Q. Communicates with drivers and other transportation personnel through appropriate communication systems regarding route changes, emergencies, operational conditions, schedules, and assignments.

R. Operates a school bus and transports students when operationally necessary, provided the employee possesses and maintains all licenses, certificates, endorsements, medical qualifications, and other requirements necessary to legally perform such duties..

S. Performs related duties as assigned.

T. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

1. Seldom = Less than 25%
2. Occasional = 25 to 50%
3. Often = 51 to 75%
4. Very Frequent = 76% & above

4	a.	Ability to stand for extended periods of time.
4	b.	Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
4	c.	Ability to hear and understand speech at normal levels.
4	d.	Ability to communicate so others will be able to clearly understand a normal conversation.
3	e.	Ability to bend and twist, stoop and kneel, crawl, push, pull
4	f.	Ability to carry 100 lbs.
4	g.	Ability to carry 50 lbs.
4	h.	Ability to reach in all directions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, and procedures of student transportation operations.
- School bus routing, scheduling, dispatching, and fleet utilization.
- Safe driving practices and student transportation safety procedures.
- Applicable California laws, regulations, and requirements governing pupil transportation.
- Principles and practices of supervision, employee training, evaluation, and performance management.
- Principles and practices of school bus driver training and certification.
- Fleet maintenance, vehicle inspection, and preventive maintenance practices.
- Emergency preparedness, accident prevention, and incident-response procedures.
- Principles of budget preparation, expenditure monitoring, purchasing, and cost control.
- Recordkeeping, reporting, and documentation practices.
- Computerized routing, scheduling, fleet management, communication, and information systems.
- Modern office practices, procedures, equipment, and technology.
- Principles of effective interpersonal communication and customer service.
- Geographic characteristics, streets, roads, attendance areas, and transportation conditions within the District and surrounding communities.

ABILITY TO:

- Plan, organize, coordinate, and supervise a comprehensive student transportation operation.
- Develop, evaluate, and adjust safe and efficient transportation routes and schedules.
- Supervise, train, evaluate, motivate, and provide effective direction to assigned employees.
- Interpret, apply, and explain applicable laws, regulations, policies, procedures, and collective bargaining provisions.
- Analyze transportation operations and recommend improvements in safety, efficiency, effectiveness, and service delivery.
- Coordinate transportation services under changing, difficult, or emergency conditions.
- Develop, administer, and monitor a departmental budget.
- Maintain accurate records and prepare clear and comprehensive reports.
- Investigate and respond appropriately to transportation-related accidents, incidents, complaints, and safety concerns.
- Utilize computerized transportation management, routing, scheduling, fleet management, communication, and office systems.
- Exercise sound judgment and make appropriate decisions within established authority.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with employees, administrators, students, parents/guardians, vendors, regulatory agencies, and the public.
- Plan and organize work, establish priorities, and meet schedules, deadlines, and regulatory requirements.
- Maintain confidentiality and exercise discretion when handling sensitive employee, student, and District information.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that demonstrates possession of the knowledge and abilities necessary to successfully perform the duties of the position. A typical qualifying background may include:

- Graduation from high school or equivalent; **and**
- Four (4) years of increasingly responsible experience in pupil transportation, commercial transportation, fleet operations, transportation safety, logistics, or a closely related field, including experience coordinating or supervising personnel and operations.

College-level coursework, professional development, or specialized training in transportation, business administration, public administration, logistics, fleet management, occupational safety, or a related field is desirable.

Experience in a school district, public agency, or pupil transportation environment is desirable.

LICENSES AND OTHER REQUIREMENTS:

Required:

- Possession of a valid California driver's license.
- Ability and willingness to obtain and maintain licenses, certificates, medical clearances, and other qualifications required by law or the District for assigned duties.
- Appropriate California Commercial Driver License with required endorsements, if required to operate a District school bus.
- Valid California Special Driver Certificate appropriate for operating a school bus, if required to operate a District school bus.
- Current medical certification/clearance as required for school bus operation.

The following shall be required upon appointment or obtained within a reasonable period established by the District following appointment:

- California Department of Education School Bus Driver Instructor Certificate, if the employee is assigned responsibility for personally providing or certifying school bus driver instruction.

An applicant who does not possess the School Bus Driver Instructor Certificate at the time of application may be considered for appointment, provided the applicant is otherwise qualified and is able and willing to obtain the required certification within a timeframe established by the District.

The District may require the successful candidate to complete California Department of Education transportation-related training appropriate to the assignment.

Possession of applicable school bus driver, school bus driver instructor, or transportation administration training or certification at the time of application is desirable.

DESIRABLE QUALIFICATIONS:

- Experience supervising transportation personnel and operations.
- Experience in school district or pupil transportation operations.
- Experience with computerized routing, scheduling, dispatching, GPS, or fleet management systems.
- Experience administering transportation safety, accident-prevention, or regulatory compliance programs.
- Experience coordinating vehicle maintenance and fleet replacement.
- Possession of applicable California school bus driver certification.
- Possession of applicable California Department of Education school bus driver instructor certification.
- Completion of transportation administration, fleet management, safety, or related professional training.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Board Approved: November 10, 2026