

TRANSPORTATION OPERATIONS SUPERVISOR

JOB SUMMARY

Under direction of the Transportation Director, responsible for planning and organizing the scheduling and routing of buses. Maintain computerized records and files related to the transportation program. Supervise and evaluate assigned employees.

TYPICAL DUTIES

Assist the Director in planning, organizing, and directing the day-to-day activities of the District's transportation operation. Supervise the regular bus program and coordinate both regular and special education transportation programs. Conduct studies of traffic conditions, pupil load and distribution and make adjustments as necessary. Arrange for, and schedule, substitute bus drivers. Communicate with District personnel, parents, and the public regarding the transportation system and procedures. Provide information, respond to complaints, and resolve issues. Plan bus routes and scheduling. Assign drivers to routes and buses. Coordinate with site administrators regarding changes in site transportation needs. Assist bus drivers in maintaining an orderly school bus environment and assure discipline is implemented as necessary. Perform the duties of the Transportation Director in their absence as assigned. Prepare and maintain a variety of records including average daily attendance, bus trip data, driver route assignment and other related information. Operate a computer terminal and printer. Assist drivers in completing injury and accident reports. Train, supervise, and evaluate the work of subordinate staff. Operate a school bus to transport students on a limited or emergency basis as required. Perform related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and four years of responsible experience in a transportation operation, preferably including bus dispatching and/or bus driver training experience. (See license requirements).

Knowledge of:

The California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students; operation of a Type I or Type II school bus; principles of the bus driver training, safe driving practices; principles of efficient and economical bus routing techniques and scheduling of employees; rules and regulations affective school district transportation departments. Geographic and topographic characteristics of community served by the District. Computerized routing systems and their applications. Principles of dispatching and scheduling of school buses. Training, supervision, and evaluation techniques. Record keeping techniques. Two-way radio codes and proper usage.

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Ability to: Schedule and coordinate a diversified school transportation program. Dispatch and schedule bus drivers. Maintain records and prepare written and oral reports. Enter and retrieve applicable bus transportation data using a computer. Evaluate and supervise the work of subordinates. Make math calculations quickly and accurately. Work independently with little direction. Establish and maintain effective working relationships with others. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Read, interpret, and follow rules, regulations, policies, and procedures. Communicate effectively both orally and in writing. Proficiently operate a two-way radio and communicate clearly and concisely. Safely and efficiently operate Type I and Type II school buses.

LICENSE Valid California Class B-PS Driver's license.
California Special Driver Certificate.
Current Valid Medical Certificate.
First Aid Certificate/or pass the Highway Patrol's First Aid test.
Must possess or be able to qualify for a driver instructor's certificate.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability. Operate vehicle to travel independently on short notice to other district or community locations to inspect or conduct work.

WORKING CONDITIONS Transportation office and bus yard environment subject to noise and fumes from buses and other vehicles. Subject to district, community, regional and state business travel to attend meetings and conduct work during day and evening hours. Subject to attending evening Board meetings.