

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Supervisor, Transportation

Salary Grade: 31

Salary Schedule: Classified Management

Department/Site: Transportation

Reports to/Evaluated by: Director, Transportation

FLSA: Exempt

SUMMARY

Under direction, this position supervises, assigns, reviews, and supports the work of school bus drivers. It facilitates communication between school sites, the special education department, parents, and the community. The role upholds performance expectations and measurements to ensure departmental work is consistently high-quality.

DISTINGUISHING CAREER FEATURES

The Supervisor of Transportation is a middle management position assisting the Transportation Manager with the efficient and effective performance of a large transportation staff. This position ensures compliance with all applicable laws, regulations, and district policies. Advancement to this position requires meeting the qualifications and demonstrating the ability to develop successful school bus drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises, and reviews the work of staff providing student transportation.
- Ensures high levels of staff professionalism through check-rides, report reviews, and direct observation.
- Participates in the selection and training of school bus drivers. Works with employees to correct deficiencies and implement disciplinary procedures.
- Plans and oversees school bus evacuation drills and emergency simulations.
- Coordinates and participates in delivering state-mandated in-service education and information programs.
- Oversees written and driving tests for driver certification.
- Investigates, prepares, enters, and analyzes school bus accidents. Assists in developing and implementing retraining programs to reduce accidents.
- Arranges and conducts safety meetings for school bus drivers and attends other meetings.
- Maintains familiarity with district buses and ensures accurate records of driver performance, in-service training, and bus operation.

- Participates in preparing and administering the Transportation Department budget and monitors expenditures.
- Confers with parents, principals, and other administrators about pupil transportation or discipline concerns.
- Attends IEP meetings and ensures implementation of transportation-related services.
- Receives and responds to parent inquiries about routing and transportation.
- May perform the duties of a School Bus Driver.
- Performs other related duties as assigned.

QUALIFICATIONS

- **Knowledge and Skills:** Thorough knowledge of student transportation program goals, objectives, operations, services, and activities; knowledge and understanding of safe bus driving practices; basic knowledge of school bus dispatching procedures, methods, and techniques; thorough understanding of state laws, rules, regulations, and Education Code sections pertaining to school bus operations and pupil transportation; knowledge of first aid practices; skill in using computers and office productivity software, databases, and other resources; well-developed human relations skills; ability to effectively facilitate demonstrations and incident simulations; ability to maintain harmony with staff, parents, and students.
- **Abilities:** Ability to plan, organize, direct, and coordinate the work of personnel; ability to set up and coordinate incident simulations; ability to develop, implement, and administer goals, objectives, and procedures for effective student transportation services; ability to train and evaluate school bus drivers and ensure safe and efficient bus operation while maintaining schedules; ability to maintain order among students; ability to recognize equipment malfunctions and take action; ability to ensure vehicles are clean and safe; ability to learn bus routes, stops, and traffic hazards; ability to maintain records and assist with the budget; ability to complete cost analysis and reports; ability to communicate effectively with bus drivers, peers, students, parents, and the public; ability to maintain credentials.
- **Physical Abilities:** Ability to function in a vehicle and outdoors in a moderately active environment; arm-hand and leg-foot dexterity to drive a bus; visual acuity including depth perception; ability to sit for extended periods; hearing sufficient to be aware of traffic and listen to children; ability to lift passenger aids.
- **Working Conditions:** Work is performed in office, servicing station, and highway traffic environments with some safety considerations.
- **Education and Experience:** High School Diploma or equivalent; supplemented by five (5) years of school bus and related transportation experience and three (3) years of administrative and supervisory responsibility.

- Credential Requirements: California Special Driver Certificate; Class B Commercial Driver License with School Bus, Passenger, and Air Brake endorsements; First Aid Card.