

Position:	Supervisor, Transportation	FLSA:	Exempt
Department/Site:	Transportation	Salary Grade:	29
Reports to/Evaluated by:	Director, Transportation	Salary Schedule:	Classified Management

SUMMARY

Under direction, this position supervises, assigns, reviews and supports the work of school bus drivers. Facilitates communication between school sites, special education department, parents and the community. Upholds performance expectations and measurements to ensure departmental work is executed at a consistently high level.

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, ensuring performance expectations are met in addition to assessing measurements to ensure departmental work is executed at a consistently high level. This position ensures all applicable laws, regulations and district policies are consistently complied with. Advancement to Supervisor of Transportation requires compliance with the stated qualifications and a demonstrated ability to develop school bus drivers to be successful in their position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for providing student transportation within the Transportation department. Ensures high levels of staff professionalism by conducting or assigning check-rides, reviewing reports, and physically observing work performed.
- Participates in the selection of school bus drivers entering into the training program offered by CUSD; provide or coordinate staff training; work with employees to correct deficiencies; implement and follow through on discipline procedures.
- Plans and oversees school bus evacuation drills. Facilitates simulations of emergency situations. Coordinates and participates in delivering in-service education and information programs that are mandated by state agencies. Oversees the arrangement of written and driving tests required for driver certification.
- Investigate school bus accidents; prepare, enter and analyze accidents. Assist in the development, and implementation of the retraining program to reduce the number of accidents.
- Arranges and conducts safety meetings for school bus drivers. Arranges and attends other meetings. Maintains familiarity with the different types of district buses. Assist in ensuring accurate records are maintained concerning driver performance, in-service training hours, bus operation, and related matters.
- Participate in the preparation and administration of the Transportation Department budget; submit budget recommendations, monitor expenditures.

- Confer with parents, Principals and other school administrators regarding problems or concerns with pupil transportation or discipline. Attend IEP meetings, ensure implementation of any specific transportation related services. Receive and respond to inquiries from parents concerning routing and transportation questions.
- Oversees the work of school bus drivers. May perform the duties of a School Bus Driver.
- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge and Skills: Thorough knowledge of the goals, objectives, operational characteristics, services and activities of a comprehensive student transportation program. Knowledge and understanding of safe bus driving practices, the ability to instill these practices to new and veteran drivers. Basic knowledge of the procedures, methods and techniques of dispatching school buses. Must have a thorough understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation. Must know how to apply first aid practices. Requires sufficient knowledge of and skill at using personal computers to access and use office productivity software, databases, and other resources to store information. Requires well-developed human relation skills in order to work with a diverse staff and parent population. Must demonstrate the ability to effectively facilitate demonstrations and incident simulations, and maintain harmony with team members, parents, and students.

Abilities: Ability to plan, organize, direct and coordinate the work of personnel. Requires the ability to set up, coordinate, and sequence steps involved with incident simulations. Must be able to develop, implement and administer goals, objectives, and procedures for providing effective and efficient student transportation services. Must be able to train and complete the evaluation of school bus drivers and drive and ensure others can drive a school bus safely and efficiently while keeping and enforcing well-established schedules. Requires the ability to maintain and instruct others to maintain order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain and enforce assigned vehicles to consistently be in clean and safe operating condition. Must learn designated bus routes, including stops and traffic hazards. Requires the ability to maintain required records and assist in the implementation and follow-through of the department budget. Completing cost analysis and reports to ensure efficiencies. Requires the ability to communicate effectively with bus drivers in a student mode, peers, pupils, parents and members of the general public. Requires the ability to maintain all necessary credentials.

Physical Abilities: Incumbent must be able to function in a vehicle and outdoors engaged in work of a moderately active nature. Requires arm-hand and leg-foot dexterity to drive a bus. Requires visual acuity including depth perception to observe moving objects. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children. Requires the ability to lift passenger ambulatory aids such as wheelchairs onto platforms.

Working Conditions: Work is performed in office, servicing station, and highway traffic environments where some safety considerations exist.

Education and Experience: High School Diploma, or equivalent; supplemented by five (5) years of school bus and related transportation experience. 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.