CLASS TITLE: SUPERVISOR - TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Manager-Transportation Operations, schedule, coordinate and supervise the scheduling and dispatch of bus routes, field trips and extracurricular events; supervise the District’s Bus Driver training programs and activities; prepare and maintain accurate records related to vehicles and drivers; assign and review the work of drivers; train, supervise and evaluate the performance of assigned staff.

ESSENTIAL FUNCTIONS:

Schedule, coordinate and dispatch buses for bus routes, field trips and extracurricular events; prepare and assign work schedules; prepare bus routes and schedules; initiate and develop programs for proper coordination and utilization of District equipment and personnel.

Prepare and maintain accurate records related to vehicles and drivers; assure proper licenses for subs and drivers and maintain accurate records of expiration dates.

Train, supervise and evaluate the performance of assigned staff; recruit, interview and assist in the selection of employees and recommend transfers, reassignment, termination and disciplinary actions.

Supervise, coordinate, develop, evaluate and schedule the school bus driver training program; participate in the instruction of drivers for original and renewal licensing.

Assist Manager-Transportation Operations in planning, developing, supervising and coordinating safety in-service and classroom workshops.

Maintain and prepare a variety of records and reports.

Communicate with parents and teachers and resolve issues or concerns as needed; resolve and respond to parent complaints.

Make field decisions and recommendations regarding adverse weather, road, bus stop conditions and student safety issues; supervise, coordinate and evaluate the bus evacuation safety program.

Assist Manager-Transportation Operations in the development of District policies, regulations and department procedures.

Operate a computer and assigned software.

Coordinate the school bus roadeo program.
Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Supervising, training, dispatching, scheduling and coordination of the transportation program.
- Proper operation of school buses.
- Principles and practices of supervision and training.
- Applicable traffic and student transportation laws, codes and regulations.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**
- Schedule, coordinate and supervise the dispatch of buses for bus routes, field trips and extracurricular events.
- Prepare and maintain accurate records related to vehicles and drivers.
- Train, supervise and evaluate personnel.
- Estimate and requisition supplies and equipment.
- Drive a school bus safely and efficiently.
- Maintain safe discipline level among passengers.
- Apply and interpret District policies and procedures related to student discipline.
- Observe legal and defensive driving practices.
- Read and interpret maps.
- Administer first aid to ill or injured children.
- Communicate effectively with others to exchange information.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Work independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Sit for extended periods of time.
- Bend at the waist, kneel or crouch.
- Reach, push and pull to open bus doors.
- Drive a vehicle to conduct work.
- Work extended hours (nights/weekends) as needed.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and three years experience in dispatching, scheduling, bus driving, transportation or fleet operations work.

**LICENSES AND OTHER REQUIREMENTS:**

Positions in this classification are required to possess a valid California Class B driver’s license with passenger endorsement and California School Bus Driver’s Certificate.
WORKING CONDITIONS:

ENVIRONMENT:
School bus and indoor environment.
Constant interruptions.

HAZARDS:
Traffic hazards.
Driving a vehicle during adverse weather conditions.

BOARD APPROVED: November 7, 2017