

ELK GROVE UNIFIED SCHOOL DISTRICT

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