



**Job Description**

<b>Title: Transportation Supervisor</b>	<b>FLSA Status: N/A</b>	<b>Months: 12-Months</b>
<b>Supervisor: Director of M.O.T.</b>	<b>Supervises: Transportation Staff</b>	<b>Range: 19</b>
<b>Department: Transportation</b>	<b>Bargaining Unit: N/A</b>	<b>Approved:</b>

**JOB SUMMARY:**

Under the direction of the Director of Maintenance, Operations and Transportation, the Transportation Supervisor will schedule, coordinate and supervise the scheduling and dispatch of both regular and special education bus routes, field trips and extracurricular events; supervise the 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 DUTIES AND RESPONSIBILITIES:**

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

Prepare and maintain accurate records related to vehicles and drivers; arrange for and schedule substitute bus 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; assist drivers in completing injury and accident reports; supervise, coordinate, develop, evaluate and schedule the school bus driver training program; participate in the instruction of drivers for original and renewal licensing.

Assist the administrator in planning, developing, supervising and coordinating safety in-service and classroom workshops; assist bus drivers in maintaining an orderly school bus environment and assure discipline is implemented as necessary.

Conduct studies of traffic conditions, pupil load and distribution and make adjustments as necessary; maintain and prepare a variety of records and reports including average daily attendance, bus trip data, driver route assignment and other related information.

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 the administrator in the development of policies, regulations and department procedures.

Operate a computer and assigned software.

**OTHER DUTIES:**

Perform the duties of the M.O.T. Director in the absence of the Director as related to Transportation as assigned.

Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.
- Purchasing of all types District vehicles
- Drug testing
- FMCSA program

**Skills/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 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.

### **Licenses, Certifications and other Requirements:**

- Valid California Class "A" or Class "B" driver's license with a "P" endorsement.
- Valid California Class C driver 's license.
- Valid School Bus Certificate issued by the California Highway Patrol.
- Valid medical certificate.
- Valid First Aid certification.
- Clear driving record for 5 years.
- Pre-employment drug screening.
- Pre-placement physical exam.
- Criminal justice/fingerprint clearance.
- Tuberculosis clearance.

### **Education and Experience:**

Any combination equivalent to: graduation from high school or equivalent and five years bus driving experience, including experience in dispatching, scheduling, transportation or fleet operations work and working in a lead capacity.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- School bus and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.

#### **Physical Demands:**

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Seeing to monitor passengers and operate a vehicle.
- Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

#### **Hazards:**

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

NOTE: Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing