

SUPERVISOR I (TRANSPORTATION)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general supervision of the Assistant Superintendent (Personnel) plans, directs and supervises the operation of the school bus and transportation system; plans and conducts a program for training new and continuing transportation drivers in the safe and proper operation of a transportation vehicle; performs routine and complex duties to organize and schedule the daily operation of the bus fleet, including the assignment and re-assignment of buses, bus drivers, and substitutes to designated routes, special education routes, daily study trips, athletic events and special activities; performs other related duties as required.

ESSENTIAL FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations
- Schedules, allots time, and assigns driver personnel for all automotive hauling within the school district
- Checks mechanical problems in all motor vehicles and assigns all needed repairs
- Sets up preventative periodic maintenance schedules to keep vehicles in compliance with safety requirements
- Makes up and periodically revises bus schedules and routes according to traffic hazards and events
- Selects and purchases automotive parts and supplies for mechanical repair and maintenance
- Supervises and assists in the instruction of bus drivers
- Drives buses in event of sickness or emergency
- Confers with school authorities of disciplinary problems of student passengers
- Maintains records and submits reports
- Responds to emergency and unforeseen situations as required
- Coordinates with Coordinator (Maintenance, Construction and Grounds) and Supervisor I (Custodians and Grounds)
- Plans and organizes bus driver training programs in compliance with State law; teaches State-required course(s) for beginning drivers including classroom and behind-the-wheel instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passengers and community relations; arranges for and/or teaches review training for license renewal
- Develops and implements safety-related programs, safety workshops and information systems
- Follows-up on established procedures relative to transportation vehicle accidents
- Evaluates driving performance and proficiency of all transportation drivers; checks drivers' usage of vehicle equipments, handling of on-the-road situations and handling of students; provides training to upgrade skills of drivers as needed
- Maintains appropriate training records on bus drivers and all other training related matters
- Reviews pertinent data and keeps current on all State and Federal laws and regulations pertaining to school buses and drivers; serves as liaison with the CHP and DMV to obtain current information and regulations regarding bus drivers' requirements and safety; conducts regular safety meetings to inform transportation drivers of changes in laws, regulations and procedures
- Coordinates personnel and equipment to transport students to and from all activities in accordance with the State Department of Transportation laws and district transportation policy
- Schedules, routes, and tracks students to ensure assignment to proper bus route, including special education home-to-school; updates address and school assignment changes
- Maintains current knowledge of bus routes and locations to assure timely services and accurate information; accounts for daily inventory of all buses

- Operates a two-way radio system to communicate instructions to bus drivers for routine and emergency problems; communicates using a multi-line telephone system, cell phone, and two-way radio system simultaneously to field questions and concerns regarding various types of information from the general public and district personnel; contacts law enforcement in case of an emergency; informs school sites of transportation delays
- Records, prepares and submits reports to the CHP, DMV and other agencies as required
- Operates a transportation vehicle, when necessary, within prescribed route(s) in accordance with the time schedules; picks up and discharges students at designated stops
- Communicates effectively and efficiently with the public to assist in the resolution of situations involving student discipline and behavior problems, parental questions and complaints, equipment failure, route changes, and records pertaining to accident or injury reports
- Attends and participates in staff meetings and in-service activities; attends workshops, conferences and classes to increase professional knowledge including, in the areas of safety, first aid and related matters as they apply to the operation of vehicles in the transportation of school children.
- Performs other related duties and responsibilities as required

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of a valid and appropriate California State Driver's License
- Possession of a California State School Bus Driver's Certificate
- Possession of a California State School Bus Driver Instructor Certificate
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code

KNOWLEDGE OF:

- California highway laws and regulations and Education Code regulations related to student transportation
- Rules and regulations of the State Department of Education pertaining to the operation of school buses and the transportation of pupils
- Department of Transportation Random Drug Testing policy
- District organization, operations, policies, and procedures related to assigned duties
- Principles of accounting as related to transportation records keeping and reporting
- School bus routing, scheduling, dispatching bus stops, and walking distances
- Geography of school District
- Basic first aid practices, procedures, and techniques
- Safe driving practices
- Basic preventative maintenance requirements of automotive equipment
- Operation of a computer, related software, and standard office equipment

SKILL TO:

- Plan, organize, and direct the transportation activities of the district
- Read and write at a sufficient level to successfully perform the required duties
- Understand and carry-out both oral and written instructions in an independent manner
- Establish and maintain proper student conduct on school bus
- Exercise good judgment and extreme caution while driving
- Maintain valid certification as school bus driver according to State regulations
- Establish and maintain effective working relationship with those contacted in the performance of required duties

PHYSICAL FUNCTIONS:**Ability to:**

- Sit for extended periods of time
- Stand for extended periods of time
- See for the purpose of reading laws, codes, rules, policies and other printed matter
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand a normal conversation
- Bend, twist, kneel and stoop
- Lift and carry seventy-five (75) pounds
- Reach in all directions

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years experience in transportation routing and scheduling, or other related experience

WORK YEAR:

The work year is two hundred sixty (260) days, less paid holidays, and earned vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Update: December 13, 2016

Update: June 9, 2015

Update: June 10, 2014

Bus Driver Trainer: Board approved: April 24, 2012