

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: **Transportation Supervisor/Trainer**

DESCRIPTION OF BASIC RESPONSIBILITIES

Supervise, assign, train and review staff responsible for the activities of the District's transportation system, ensuring compliance with state and federal regulation and the safety of all passengers and to perform related duties as required.

TYPICAL DUTIES:

1. Plan, prioritize, assign, supervise, evaluate and review the work of staff responsible for providing District school transportation services. Establish schedules and methods for providing transportation services.
2. Evaluate District transportation needs and establish bus routes for daily and extracurricular events, train drivers (behind the wheel and classroom).
3. Develop and facilitate training programs; instruct staff in the proper methods of school bus operation; disseminate information regarding new laws and regulations affecting the operation of school buses and related safety issues.
4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Maintenance, Operations and Transportation; implement improvements.
5. Serve as liaison to District administrators and the public regarding District school bus service. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
6. Inspect vehicles and assess need for maintenance; schedule maintenance.
7. Conduct interviews with parents and principals regarding behavior of students on buses.
8. Prepare analytical and statistical reports on operations and activities.
9. Provide responsible staff assistance to the Director of Maintenance, Operations and Transportation.
10. Participate in the work of assigned staff.
11. Perform related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of: Operations, services and activities of a school district transportation system; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws and regulations including, California State Motor Vehicle Code, State Education Codes and District policies relating to the operation of vehicles transporting students; transportation needs of special education students, and occupational hazards and safety practices.

Ability to: Supervise, organize and review the work of assigned personnel; select, supervise and evaluate staff; develop and facilitate school bus driver training programs; schedule and coordinate the activities of a comprehensive school

transportation program; prepare clear and concise reports; communicate clearly and concisely, both orally, and in writing; establish and maintain effective working relationships with those contacted in the course of work including District officials and the public; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned vehicles; Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned vehicles; and maintain mental capacity which allows for effective interaction and communication with others.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Three years of successful experience as a school bus driver. School bus driver training experience strongly preferred.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

LICENSES AND CERTIFICATES:

- Valid California Class B Driver's License
- DL 51
- DL 45
- California School Bus Drivers Instructor's Certificate
- Valid First Aid qualification comparable to Red Cross First Aid Certificate

WORKING CONDITIONS:

Environmental Conditions: Travel from site to site; some exposure to noise, dust, grease, smoke, fumes, gases, and traffic; some exposure to inclement weather conditions.

Physical Conditions: May require maintaining physical condition necessary for heavy lifting, bending, stooping, sitting for prolonged periods of time; operating motorized vehicles.