

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SUPERVISOR, TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Director, Transportation, organizes and directs the daily activities and operations of the Transportation Department; coordinates and supervises the scheduling and dispatch of school bus routes, field trips and extracurricular events; supervises the school bus driver training programs and activities; prepares and maintains accurate records related to vehicles and school bus drivers; serves as a technical resource to principals, teachers and school staff regarding transportation functions; trains, supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with the facilitation of required annual inspections and certifications of buses and re-certification of drivers; assures compliance with Federal and State requirements; assists with facilitating required drug and alcohol testing for commercial license holders in accordance with Federal transportation requirements.

Communicates with administrators, personnel, parents and outside organizations to coordinate activities, resolve issues and conflicts and exchange information related to student transportation and pupil management; resolves and responds to parent complaints.

Conducts vehicle assessments and inspections; maintains inventory of types of vehicle use throughout the District; advises appropriate parties of required corrective follow-up action regarding specific vehicle equipment repairs.

Coordinates with District and school personnel the regular and special education transportation programs to implement and maintain student transportation services.

Drives a school bus over designated routes in accordance with time schedules as needed.

Interprets, applies and explains rules, regulations, policies and procedures including District transportation polices, education codes, vehicle codes, Title 13 regulations, federal motor vehicle safety standards and contractual agreements.

Monitors daily transportation services at multiple sites within the District and non-public school sites outside the district to assure safe transportation of students.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drives a vehicle to conduct work.

Organizes and directs the daily activities and operations of the Transportation Department; prioritizes project deadlines and assures optimal utilization of transportation personnel; assists the administrator in the development and implementation of policies, regulations and department procedures.

Prepares and maintains a variety of reports, summaries, logs, records and files related to personnel and assigned activities; assures proper licenses for substitutes and school bus drivers; maintains accurate records of certification expiration dates.

Provides assistance to the administrator in planning, developing, supervising and coordinating safety in-service and classroom workshops.

Responds to emergency situations to determine and implement appropriate actions required to resolve situations; supervises, coordinates and evaluates the bus evacuation safety program.

Schedules, coordinates and dispatches buses for bus routes, field trips and extracurricular events; prepares bus routes and schedules; initiates and develops programs for proper coordination and utilization of equipment and personnel.

Supervises, coordinates, evaluates and schedules the school bus driver training program; identifies training needs of staff.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; directs staff work load schedules and monitors daily performance of assigned staff.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable traffic and student transportation laws, codes and regulations including Title 13.
Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes.
Federal motor vehicle safety standards.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Principles and practices of supervision, training, dispatching, scheduling and coordination of the transportation program.
Principles and practices of transportation planning and dispatching transportation vehicles.
Principles of bus driver training and safe driving practices.
Proper operation of school buses.
Public speaking principles.
Record-keeping techniques.
Routing techniques and scheduling of employees.

ABILITY TO:

Administer first aid to ill or injured children.
Analyze situations accurately and adopt an effective course of action.
Assign bus drivers to designated routes and special event trips.
Communicate effectively with others to exchange information.
Drive a school bus safely and efficiently.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.
Observe legal and defensive driving practices.
Organize and direct the activities and operations of the Transportation Department.
Plan and organize work.
Prepare and maintain accurate records related to vehicles and drivers.
Prepare records and reports related to assigned activities.
Schedule, coordinate and supervise the dispatch of buses for bus routes, field trips and extracurricular events.
Train, supervise and evaluate personnel.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including some college-level course work in a related field and five years of increasingly responsible transportation program experience including some experience in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.
Valid First Aid and CPR Certificate issued by an authorized agency within a probationary period.
Evidence of Insurability.
Possession of a valid California Bus Driver Instructor Certificate.
Valid unrestricted California Class B driver's license with appropriate passenger and air brake endorsements.
Medical Examiners Certificate.
Valid California Special Driver Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching to inspect and wash buses.
Hearing and speaking to exchange information and make presentations.
Lifting moderately heavy objects or children.

Reaching overhead, above the shoulders or horizontally.
Reaching, pulling and pushing to open bus doors.
Seeing to monitor passengers and operate a vehicle.
Sitting for extended periods of time while operating buses.

HAZARDS:
Traffic hazards.

FLSA Status

Approval Date

Salary Range

Exempt

3/01/08; 2/23/09; 10/29/15, 9/28/17

Class Supervisor