



District of Scholars, Achievers, Champions

TRANSPORTATION SUPERVISOR

Revision Date: 08/11/10

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Maintenance, Operations and Transportation, coordinates the assignment of drivers and equipment for home to school, regular service and for special trips; oversees all District transportation equipment maintenance; and maintains a variety of records and files related to this work.

STATEMENT OF TYPICAL DUTIES:

- a. Conducts the planning and scheduling of student transportation routes and the assigning and reassigning of drivers and equipment. **E**
- b. Receives transportation requests for field trips and excursions and schedules and assigns drivers and equipment. **E**
- c. Assists school personnel in scheduling regular student transportation routes and special transportation needs. **E**
- d. Maintains records of driver time, mileage and equipment use; calls in relief drivers as needed. **E**
- e. Develops and checks bus routes to ensure integrity of schedules. **E**
- f. Responds to parent and student questions regarding District transportation program. **E**
- g. Conducts training program for drivers. **E**
- h. Conducts performance appraisals for Bus Drivers and Mechanics. **E**
- i. Schedules maintenance and repair of vehicles and other motorized equipment ensuring compliance with safety regulations. **E**
- j. Drives bus on a relief basis. **E**
- k. Keeps abreast of State laws and reporting requirements regarding pupil transportation and ensures the
- l. Performs tasks and assumes responsibilities as may be assigned by proper authority. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The geography of the District, including school and facility locations, major streets, and previously established routes.
- California Motor Vehicle Code and Education Code requirements to the transportation of students.
- Vehicle service, safety and maintenance requirements.
- Supervision, training and leadership principles.
- Maintenance of office records and standard reporting.

Ability to:

- Conduct training program for bus drivers.
- Schedule equipment and drivers for the transportation of students.
- Schedule vehicle maintenance.
- Work effectively with other District personnel, students, and the public.
- Maintain records and files.
- Assist in selecting and evaluating drivers.
- Drive a school bus safely.
- Keep abreast of school bus driving operating laws and requirements.
- Evaluate situations and determine priorities.
- Writes and produces reports as requested.

EDUCATION AND EXPERIENCE:

A High School diploma or GED with any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including five years of experience as a school bus driver. Supervisory experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license

PYSYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSES AND OTHER REQUIREMENTS:

California Motor Vehicle Operator's License (Class II) and a First Aid Certificate issued by the American Red Cross (or equivalent test given by the Highway Patrol).