

TRANSPORTATION OPERATIONS SUPERVISOR

JOB SUMMARY

Under the direction of the Director of Transportation, the Transportation Operations Supervisor assists in planning, organizing and supervising day-to-day transportation bussing operations and services; coordinates student transportation with District and school administrators; and supervises and evaluates assigned employees.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Transportation Operations Supervisor may perform any combination of the following:

- Assist the Director of Transportation in planning, organizing and directing the day-to-day activities of transportation services operations such as bussing and dispatching
- Supervise the regular bus program and coordinate both regular and special education transportation programs
- Supervise the preparation of traffic condition, pupil load and pupil distribution studies and make adjustments in operational routines as necessary. Communicate with District personnel, parents and the public regarding the District's transportation system; provide information, respond to complaints and resolve issues.
- Supervise the planning of bus routes and schedules and the assignment of drivers to routes and buses according to applicable policies and contract provisions and as needed in unexpected circumstances; coordinate with site administrators regarding changes in site transportation needs.
- Monitor and supervise bussing operations and activities to provide advice and guidance to staff in order to improve operations.
- As needed, provide direction, instruction and corrective suggestions to drivers regarding proper driving techniques and work methods that comply with policies, procedures and practices of the department and applicable State codes.
- Assist bus drivers in maintaining orderly school bus environment; assure discipline is implemented as necessary.
- Supervise the coordination and scheduling of field trip transportation and assign drives to field trip responsibilities in accordance with applicable policies and contract provision.
- Supervise and evaluate assigned employees; assist in the selection, discipline and termination of dispatchers, drivers and school bus attendants.
- Prepare and maintain a variety of records including average daily attendance, bus trip data, driver route assignment and other related information; operate a computer terminal and printer.
- Monitor assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepare and processes program-related information and transactions.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students.

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- Safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Rules and regulations affecting school district transportation department.
- Geographic and topographic characteristics of community served by the District.
- Principles of dispatching and scheduling of school buses.
- Training, supervision and evaluation techniques.
- Record-keeping techniques.

ABILITY TO:

- Supervise day-to-day public school busing operations.
- Plan, organize, evaluate, supervise the work of subordinates.
- Dispatch and schedule bus drivers.
- Maintain records and prepare written and oral reports.
- Work with the public concerning scheduling of school bus routes.
- Supervise the development and scheduling of efficient bus route systems.
- Coordinate schedules and assignments.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. Three years of student transportation experience including experience as a school bus driver and scheduling and/or dispatching school buses on fixed and variable route assignments. Experience in a lead or supervisory capacity is desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

DISTINGUISHING CHARACTERISTICS

The Transportation Operations Supervisor assists the Transportation Director in the planning, organizing and directing of day-to-day dispatching and bussing operations in the Transportation Department and supervises the Transportation Router-Scheduler, Transportation Dispatcher, School Bus Driver and School Bus Attendant positions.

Differentiation between the Transportation Operations Supervisor and positions above and below are distinguished as follows:

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The Transportation Director plans, organizes and directs the district's overall transportation programs.

The Transportation Router-Scheduler designs and schedules new and ongoing bus routes and field trips..

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

LICENSES AND OTHER REQUIREMENTS--this is what is listed on School Bus Driver--not sure about #5

- 1) California Commercial Driver License, Class A or B, with P and S endorsements, with Restriction 29, and without Restriction 48.
- 2) California Special Driver Certificate, valid for school bus operation, and must not have Restrictions 2, 3, 4, and 5. If Restriction 6 is indicated, must present a First Aid Card from an approved provider list (obtain list from SDUHSD Human Resources Department).
- 3) Medical Examiner's Certificate with a valid date.
- 4) CA DMV K4 Driver Report dated within 30 days of application.
- 5) Current T-01 card.
- 6) Valid CPR and First Aid Certificates

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

CLASSIFIED

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Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with staff and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None