

CLASSIFIED

TRANSPORTATION OPERATIONS SUPERVISOR

BASIC FUNCTION

Under the direction of the Director of Transportation, assist in planning, organizing and supervising day-to-day transportation busing operations and services; coordinate student transportation with District and school administrators; supervise and evaluate assigned employees.

DISTINGUISHING CHARACTERISTICS

This single-position class assists the Transportation Director and is assigned supervisory responsibilities over dispatcher, driver and bus attendant positions in the planning, organizing and directing of day-to-day dispatching and bussing operations in the Transportation Department. This class differs from the Transportation Dispatcher in that the latter assists in planning and coordinating bus routes and schedule and dispatches drivers and vehicles according to established schedules. This Transportation Operations Supervisor class differs from that of Transportation Director in that the latter plans, organizes and directs the district's overall transportation programs and services for a cooperative of five local school districts.

REPRESENTATIVE DUTIES

- 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 studies of traffic conditions, pupil load and pupil distribution 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 busing 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.

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- 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.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE of provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students. 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. Operate a computer terminal and printer.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license at time of employment. A class B or class A California driver's license, a School Bus Driver's Certificate issued by the California Highway Patrol and a valid Medical Certificate must be obtained within the first six months of employment.

WORKING CONDITIONS

Dispatch office environment.