

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Transportation, organize and direct the day-to-day operations and activities of the Transportation Department; schedule pupil transportation to and from schools, special excursions, and field trips; assure proper maintenance and repair of buses; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the day-to-day operations and activities of the Transportation Department; schedule pupil transportation to and from schools, field trips and special excursions.

Develop optimal bus routes to minimize costs, schedule route changes as needed; evaluate and provide transportation for special education students; dispatch buses and personnel during routine times; assist in planning District bus routes, stops and zones.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure drivers maintain appropriate and current licenses.

Develop boundaries and maps and answer boundary inquiries; update the maps for boundary changes in appropriate system; prepare related information for boundary changes and submit to appropriate personnel.

Schedule and conduct a variety of training sessions for bus drivers; establish and complete original and renewal behind the wheel training courses for school bus drivers; retrain drivers involved in accidents.

Coordinate and schedule evacuation drills.

Receive and respond to accident reports, including insurance company inquiries; prepare and distribute accident packets and air-borne pathogen packets as assigned;

Order and maintain adequate parts, supplies materials and tools as needed for the Department.

Arrange for substitute and stand-by drivers or drive a bus to cover absences as needed.

Confer with parents, Principals and District administrators regarding problems concerning pupil transportation or discipline; receive and respond to inquiries concerning routing and other transportation questions; advise the Director of needs involving safety and legal matters.

Review daily time reports, bus records, fuel use, and vehicle inspection records; prepare and maintain records and reports related to transportation activities and personnel.

Operate a computer and other standard office equipment; operate a two-way radio for communication with bus drivers.

OTHER DUTIES:

Perform 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 including boundaries.

Principles and practices of supervision and training.

Record-keeping techniques.

Public speaking techniques.

ABILITY TO:

Plan, organize, coordinate and schedule pupil transportation to and from schools, events and field trips.

Develop and schedule efficient bus route systems.

Develop boundaries and maps and answer boundary inquiries.

Train and evaluate the performance of assigned staff.

Work independently with little direction.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

Interpret, explain and follow rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in a student transportation operation including experience driving a school bus.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger and air brake endorsements.

Valid California Special Driver Certificate for school bus operation.

Valid Medical Card.

Valid California Bus Driver's Instructor Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Constant interruptions.
Noise and fumes from equipment operation.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224