

TRANSPORTATION SUPERVISOR

DEFINITION

Under direction, to plan and supervise the operation of the District bus system; to coordinate and assign vehicles and drivers in accordance with work requests, pupil transportation needs and the needs of the overall District transportation program; to plan bus routes, schedules and stops for home-to-school pupil transportation; and to do related work as required.

EXAMPLES OF DUTIES

Directs and approves the routing and scheduling of school buses; directs the development and maintenance of a bus driver training program; evaluates performance of transportation personnel; recommends hiring of new employees; coordinates the development of transportation budget estimates; confers with school authorities and parents on disciplinary problems of student passengers; plans bus routes, schedules and stops and makes revisions as needed; checks mileage for pupils' walking areas; draws zone maps; assigns drivers to regular runs and to field trips and special events; dispatches vehicles and drivers to make the most effective use of personnel and equipment; assigns appropriate vehicles and drivers for transfer of equipment from place to place within the District; coordinates loans of chairs and other equipment between facilities and maintains records of these transfers; receives telephone calls from the District personnel or the public concerning all phases of work; answers requests for information, explains District policy, and resolves complaints or refers callers to department head; keeps records of trips completed for accounting purposes; supervises the maintenance of transportation records and files; meets with District administrators to present information and advice on functioning of the District transportation program and to discuss mutual problems.

SPECIAL REQUIREMENTS

An appropriate California operator's license issued by the Department of Motor Vehicles;
A special school bus driver's certificate issued by the California Highway Patrol to permit the operation of school buses.

REQUIRED QUALIFICATIONS

Knowledge of:

Practices and problems of operating a school transportation system;
Provisions of the California Motor Vehicle Code, State Education Code and California School Accounting Manual applicable to the operation of vehicles in transporting students;
Principles and practices of effective supervision and training.

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Ability to:

- Direct the operation of a school transportation department;
- Plan, organize, evaluate and supervise the work of subordinates;
- Make time, material and cost estimates;
- Coordinate schedules and assignments;
- Establish and maintain a bus driver training program;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Maintain records and prepare required reports.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- Five years of experience in transportation or fleet operations work, including at least two years of experience in a supervisory capacity.