

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Supervisor of Transportation

CLASS DEFINITION

Under direction plan, coordinate, supervise, review and evaluate the day-to-day operations of the school transportation system according to legal and District guidelines; train, supervise and evaluate the performance of assigned staff; performs other related work as required.

QUALIFICATIONS

- Experience: At least five years experience in the transportation field including school bus driving and supervision of personnel or equivalent.
- Education: Graduation from high school, or equivalent, including increasingly responsible experience in pupil transportation operation including current experience of driving a school bus.
- Skills: Thorough knowledge of conventional and transit type school buses; thorough knowledge of all laws and regulations pertaining to school bus driving; general knowledge of mechanics of a school bus; ability to train, work with, instruct and supervise a staff of drivers and mechanics; ability to lay out a work program, bus route and organize field trips and see that they are carried out; ability to maintain personnel and equipment records and inventory of equipment; ability to develop and maintain cooperative working relationships with those contacted in the course of work including students, staff and parents.
- Required Licenses: School Bus Driver Instructor Certificate; Class B California Driver's License; California School Bus Driver's Certificate; Standard Red Cross First Aid Certificate; must be capable of operating all District vehicles. State Certified Trainer or the ability to obtain certificate(s) within a reasonable amount of time.

SUPERVISION FROM

Director of Administrative Services

SUPERVISION OVER

All transportation personnel

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TERMS OF EMPLOYMENT

Work Year: 261 days

Length of Work Day: Eight hours per day, exclusive of lunch period.

Salary Range: Proper placement on Classified Management Salary Schedule.

ASSIGNED RESPONSIBILITIES

1. Assist in the preparation and administration of the transportation budget.
2. Assist in the specification and purchase of new school buses and other vehicular and transportation equipment and supplies.
3. Schedule and evaluate bus routes and stops as to time and load.
4. Available after hours during inclement weather to determine if weather conditions permit school to be in session.
5. Assign and evaluate transportation personnel in accordance with district policies.
6. Participates in interviews and makes recommendations on selection of department personnel.
7. Make necessary routine and special reports to the Director of Administrative Services.
8. Supervises the assignments of drivers to athletic and field trips coordinating these with regular runs and attempting to make an equitable distribution of overtime.
9. At the request of the Governing Board, shall make periodic transportation reports as provided in school district policies.
10. Follow up on discipline concerning student infraction of bus rules.
11. Assists in preparation of annual budget requests for all transportation supplies and equipment and annual state reports.
12. Monitors expenditures in area of responsibility.
13. Plans, coordinate and make updates to the bus safety program.

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14. Administer maintenance program for district vehicles.
15. Maintain records of regular service on all district vehicles.
16. Submit in a timely manner accurately prepared records, reports, and information as requested. Review daily time reports, fuel usage reports and vehicle inspection records; prepare and maintain records/payroll and reports related to transportation activities and personnel. Meeting payroll deadlines and review payroll variances.
17. Devises and conducts in-service training programs.
18. Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Ride with drivers and suggest improvements, as necessary. Arrange for substitute drivers or drive a school bus to cover absences as needed.
19. Responsible for meeting state mandates related to Underground Fuel Storage Tanks, Emissions, Title 49 Drug Alcohol Program, and Motor Carrier requirements.
20. Perform other related duties as assigned.

Board Approved: 6/15/16