

KINGS CANYON UNIFIED SCHOOL DISTRICT

Position: Transportation Safety Compliance Supervisor
Department/Site: Transportation
Reports to/Evaluated by: Transportation Director **Salary Schedule:** Classified Management

Summary

Under the direction of Director of Transportation, assists with the supervision of the district-wide Transportation Department. Supervise the office staff and assists in the supervision of bus drivers.

Essential Duties and Responsibilities

1. Coordinate and conduct safety inspections for the mitigation of infectious disease;
2. Develop and implement transportation mitigation strategies;
3. Direct the bus driving training program, including behind-the-wheel training;
4. Works with driver instructor to coordinate the driver's education program;
5. Develops and implements initial and refresher safety training programs for department employees;
6. Supervise and evaluate performance of bus drivers;
7. Plan, organize, and coordinate scheduling and routing;
8. Investigate bus stops for safety;
9. Assist in handling student problems at bus stops or on buses and contact school officials in resolving problems;
10. Check fire control and first aid equipment;
11. Organize and conduct student bus evacuations;
12. Investigates and reports accidents involving transportation vehicles and coordinates accident claims;
13. Monitors weather and road conditions. Activates, whenever required, the administrative team which makes recommendations directly to the Superintendent for closing or delaying as appropriate.
14. Approves all school bus driver certification and maintains records of Commercial Drivers' License and School Bus Driver Certification for all bus drivers and mechanics.
15. To assist in the recruitment and selection for employment or dismissal of all transportation personnel and to make recommendations on transfers, promotions, and/or releases.
16. Drive a school bus as needed.
17. Oversee DMV Pull Notice Program;
18. Oversee Random Drug Testing Program;
19. Knowledge of budgets;
20. Oversee and check charter inspections;
21. Respond to after-hours emergency calls as needed;
22. Drive a school bus as needed;
23. Reports to the State Department and Department of Motor Vehicle as required.
24. Perform other duties as assigned;

Required Qualifications

Knowledge of:

1. Thorough knowledge of federal, State and County laws and policies concerning school transportation operations, maintenance and safety;
2. Thorough knowledge of procedures for reporting accidents;
3. Ability to exercise independent judgment and initiative in applying standards to a variety of work situations;
4. District transportation policies and requirements.

Ability to:

1. Manage people effectively while maintaining confidentiality;
2. Understand and carry out oral and written directions;
3. Plan, organize, and coordinate scheduling and routing;
4. Keep records and make reports;
5. Train and evaluate school bus drivers;
6. Work cooperatively with others; and

Amended: 8/18/86; 10/95; 10/97; 1/18

7. Be on call: work phone provided;
8. Assume Director's duties in an absence;
9. Work Closely with the Driver Trainer;

Experience:

1. Five years in bus operations, preferably including one year minimum in KCUSD.
2. Minimum one year experience as a certified driver trainer or delegated behind-the-wheel trainer.

Education:

High school diploma or equivalent.

License:

1. Valid California Driver's License Class A or B-P with appropriate endorsements;
2. Valid California Special Driver's Certificate for school bus;
3. DL-51 Medical Examination;
4. California Department of Education Certificate to train school bus drivers.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.