

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
TRANSPORTATION SUPERVISOR/INSTRUCTOR

CLASSIFICATION: Classified Management
SALARY LEVEL: Range 18, Management Salary Schedule
WORK YEAR: 12 Months (222 Days)

JOB DEFINITION:

Under direction from the Director of Transportation Services, assists with the supervision of the district-wide Transportation Services Department. Supervises the office staff and assists with supervision of bus drivers. Applies provisions as directed, by the local, state and federal laws, rules and District policies relating to various transportation service matters and requirements of safety and office business matters. Participates in the development and implementation of developmental training programs and performance evaluations for all classified department employees. Performs other job related duties as assigned by supervisor.

SUPERVISOR:

Director of Transportation Services
Chief Business Officer

QUALIFICATION REQUIREMENTS

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EXAMPLES OF DUTIES:

The position includes but is not limited to the following list of representative duties:

Essential Duties:

- Provides input for performance evaluations and career development. Works closely with them to resolve personnel issues and other problems.
- Plans and organizes a bus driver training program in compliance with California laws and regulations.
- Conducts original and renewal training of school bus drivers in the classroom and behind-the-wheel.
- Directs the activities of delegated behind-the-wheel trainers.
- Orders or develops new training materials.
- Makes recommendations to the Director of Transportation regarding the selection, assignment, transfer, training and termination of department personnel.
- Confers with the Director of Transportation in the establishment and administration of school bus schedules and bus stops in compliance with safety codes and vehicle regulations.
- Assists with the coordination of transportation program activities with other departments and outside agencies.
- Instructs and trains Transportation Services employees in dispatching, calling for substitute drivers, coordinating extracurricular activities, including the computation of charges and the billing of rendered services.
- Assists with the recruitment and training of bus drivers.
- Assists the Lead Mechanic in the establishment and implementation of vehicle maintenance schedules in compliance with safety and audit requirements and may make vehicle inspections.
- Review orders and reports submitted by Transportation Services personnel for accuracy and budget compliance.
- Assists with applications for private, state and federal grants to replace school buses.
- Assists with the development and management of the department budget, involving revenue and cost analysis, setting of staffing levels and capital equipment replacement.
- Assists in the investigation of vehicle accidents; prepares and submits accident and injury reports.
- Operates standard office machines and a computer.

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Other Related Duties:

- May operate a school bus or van.
- May inspect mechanical repairs.
- Performs other related duties as assigned by the supervisor.
- Participates in available training to meet new safety and/or technology standards.
- Attends meetings related to assignment.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; sustaining moderate to heavy physical effort for eight (8) hours.
- Ability to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.
- Conduct verbal conversation in English.
- Hearing sufficient to communicate in person and hold conversations in normal range (approximately 60 decibels).
- Employee must have visual acuity for the purposes of reading printed materials such as labels, safety materials, equipment manuals, etc.
- Sustain constant attention to vehicle operation, traffic and road conditions while maintaining appropriate student passenger behavior for 8 hours at a time.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Physical stamina sufficient to climb slopes, stairs, ramps and ladders.
- Physical strength sufficient to infrequently lift and/or carry 50 or more pounds; occasionally lift 80 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds.
- Exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion range of motion capable of reaching and operating bus and communication controls.
- Exhibit a full range of motion for back lateral flexion, hip flexion and extension and knee flexion.
- Work with chemical agents in a safe and effective manner without allergic reaction.
- Physical tolerance to be exposed to dust, pollen, specific agents/chemicals, cleaners, foul smells.
- Work in a wide range of temperatures; work in both indoor and outdoor environments with exposure to extreme weather conditions which include but are not limited to; heat, cold, rain, wind and high humidity.
- Demonstrate manual dexterity necessary to use two-way radio controls and conduct vehicle inspections.
- Demonstrate manual dexterity necessary to drive a motor vehicle and to respond to emergency situations.

REQUIRED QUALIFICATIONS:

- ***A pre-employment physical is a requirement of the candidate selection process for this position.***
- Drug and alcohol testing is a requirement of the candidate selection process.
- Random and periodic drug and alcohol testing is required.

Education:

- A high school diploma or GED equivalency sufficient to assure the ability to read and write English and to perform arithmetic calculations at the level required for successful job performance. Associates degree or equivalent from an accredited college or university preferred.
- Equivalent combination of education, training and experience may be substituted for a degree.

Experience:

- Minimum of four (4) years of increasingly responsible experience in transportation services, fleet operations or traffic services including three (3) years of supervisory responsibility.
- Any combination of experience that would involve multi-tasking, dispatching, school bus operations,

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training, customer service and/or accounting and clerical skills.

Licenses and Certificates:

- Possession of a valid California driver's license with a safe driving record in accordance with the California Vehicle Code is required.
- Possession of a valid California Class AP or BP driver's license.
- Possession of a valid California State Certified School Bus Instructor certificate.
- California Special Driver's certificate issued every five (5) years by the California Highway Patrol within the first twelve (12) months of employment.
- Valid Medical certificate.
- First Aid (including the Heimlich Maneuver) and CPR within 90 days of employment.

Knowledge of:

- Federal, state and local laws, codes and regulations involving the operation of school buses in California.
- Safety rules and regulations, safe driving practices and first-aid practices.
- Tools and equipment used in the repair and maintenance of motor vehicles.
- Sanitation. Health and safety regulations and measures pertinent to the transportation industry, i.e. Haz- Mat disposal, blood borne pathogens, etc.
- Techniques of supervision, training and personnel management.

Ability to:

- Design and present in-service training programs for school bus drivers.
- Plan, organize and coordinate the work of Transportation Services classified staff.
- Evaluate the performance of Transportation staff.
- Understand and carry out assigned work with minimal supervision.
- Train, assign and direct the work of transportation services employees.
- Clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of related processes and procedures.
- Maintain confidentiality of information.
- Maintain and control multiple tasks/projects simultaneously with interruptions and complete work within appropriate deadlines.
- Take responsibility of good judgment in recognizing scope of authority.
- Analyze situations accurately and adopt an effective course of action.
- Learn, plan, formulate and execute federal, state, District and departmental policies, procedures and directives in accordance with assigned duties.
- Read, understand, interpret and follow laws, rules, regulations, processes, policies and methods of the office, the District and the State of California.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers and the community.
- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions.
- Communicate effectively in the English language, both orally and in writing.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Understand and follow oral and written directions.
- Maintain accurate and neat records and reports.
- Compose letters or reports from oral and written instructions.

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DESIRABLE QUALIFICATIONS:

- Previous experience in a school district or government entity.
- Previous experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships.
- Experience in conducting training workshops.
- Demonstrated experience in automotive or bus mechanics and repair.

Action	Date
Superintendent Approval	9/15/08
Approved by the Board	9/15/08
Updated for salary conformity	8/17/22