

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: TRANSPORTATION SUPERVISOR

BASIC FUNCTION:

Under the general direction of the Assistant Superintendent, Business Services, this position coordinates the District's student transportation service; including the training of drivers, scheduling and assigning of bus routes, and the dispatching of drivers, student transportation assistants, and equipment to safely transport students. Trains school bus drivers for certification by the California Highway Patrol. May drive a school bus, as necessary or required. This is a management position.

ESSENTIAL DUTIES:

Plans, coordinates and schedules school buses for regular student transportation runs, field trips and other special activities; based upon input from school principals and District Administrative staff.

Assigns drivers to buses and routes in accordance with their licensing certifications, or limitations. Assigns student transportation assistants to work with students in wheelchairs, and assist with special-need students.

Plans and schedules drivers and equipment for special trips; arranging for transportation with charter bus companies, as needed, for special arrangements or equipment needs.

Establishes and maintains a system of communication with bus drivers while they are involved with the transportation or students.

Receives and processes parent/student and other complaints. Resolves transportation problems involving parents, students, drivers and other district personnel.

Initiates investigations into causes of accidents, interviews drivers and others concerned to determine responsibility, and takes action on the findings and/or submits reports to management.

Receives drivers reports and compiles daily and weekly transportation logs relative to bus driver work hours, miles logged, fuel consumed, and number of students transported, and other related matters; prepares written reports and records.

Selects, supervises and evaluates the performance of bus drivers and student transportation assistants. Provides opportunities for driving personnel to bid for specific routes and driving assignments in accordance with established procedures.

Secures training and keeps abreast of new and current laws governing the operation of school buses and student transportation; relays such information to the District's school bus drivers, and provides them with inservice training in order that they are able to transport students safely and in accordance with state law; provides driver training, including bus evacuation training programs, in accordance with California Highway Patrol requirements.

In conjunction with the District's Lead Mechanic, coordinates the scheduling of school bus repairs and regular or routine vehicle maintenance.

OTHER REPRESENTATIVE DUTIES:

Answers phones and provides information regarding bus routes, pickup and delivery schedules, and other transportation information; as well as special activities schedules; maintains a system of communication with bus drivers while they are involved with the transportation of students.

May drive a scheduled bus route, or field trip, as required or assigned.

Organizes transportation procedures, including the maintenance of appropriate files.

May prepare and/or type correspondence in carrying out the duties of the position.

Prepares student bus routes and schedules in providing an efficiently run student transportation system.

Administers first-aid to ill or injured students.

Performs other related duties, as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the Assistant Superintendent, Business Services.
 (2) Supervises and evaluates the Bus Drivers, the Bus Driver/Instructor, Student Transportation Assistants, and any other assigned personnel.

Internal Contacts: Assistant Superintendent, Business Services; school principals and other school site personnel; administrators and other central office personnel; Bus Driver/Instructor; school bus drivers; student transportation assistants; Lead Mechanic; Mechanic; and students.

External Contacts: Members of the California Highway Patrol staff; appropriate staff members of the Orange County Department of Education; representatives of charter bus companies and other vendors; officials of the City of Westminster; representatives of other school districts; and parents.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Laws and regulations pertaining to the transportation of California school children; as well as the laws and regulations regarding the operation of buses on public streets and roads.

Principles and practices of good supervision.

Operations and functions of school transportation services.

Proper operation of school buses of all sizes; safe and defensive driving practices.

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Proper procedures for establishing bus routes and time schedules in transporting school children in a safe, efficient manner.

Appropriate transportation record-keeping procedures and techniques.

Principles and practices for providing training and instruction in the proper operation of school buses, including appropriate laws, safety precautions and procedures.

Basic first-aid procedures.

ABILITY TO:

Plan, organize, and coordinate a safe, and efficiently run student transportation system.

Plan and coordinate bus routes and schedules.

Train and instruct others in the safe and proper operation of a school bus or buses.

Maintain appropriate records, and prepare reports.

Communicate effectively; both orally and in writing.

Establish and maintain cooperative and effective working relationship with others.

Operate a two-way radio system, as well as such other office equipment, e.g., a typewriter, calculator, and copying machine; be able to operate or learn to operate a computer work station.

Drive school buses of various sizes safely and efficiently; observing all traffic laws; as well as safe and defensive driving practices.

Meet scheduled time-lines.

Read and interpret street and highway maps.

Administer first-aid to ill or injured students.

Maintain any assigned school bus in a clean and proper working condition.

Perform routine preventative maintenance.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; as well as talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move items weighing up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, such as a high school diploma or general education degree (GED) and five (5) or more years experience in operating a school bus, as well as some experience in the routing and dispatching of school buses.

LICENSES AND OTHER REQUIREMENTS:

The possession and maintenance of a valid California Motor Vehicle License of the Class B type including air brakes and passenger certification, and a valid California School Bus Driver's Certificate; as well as a safe driving record.

California State Department of Education School Bus Driver Instructor Certificate authorizing classroom and behind the wheel training certification, or able to qualify for such certificate within six (6) months of employment in this classification, and the maintenance of such certificate as a condition of continued employment.

Possession of a current Red Cross First-Aid Certificate, or evidence of having passed the California Highway Patrol First-Aid examination.

PREPARED BY:	Classified Personnel Department	DATE: 6/98
APPROVED BY:	Board of Trustees	DATE: 6/20/85
APPROVED BY:	Personnel Commission	DATE: 3/15/94
REVISED BY:	Personnel Commission	DATE: 7/98