

APPLE VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION SUPERVISOR

BASIC FUNCTION: Under the direction of the Director of Transportation, assist in planning, organizing, coordinating, and directing the District's Transportation Department; assign and review the work of drivers; train, supervise and evaluate the performance of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: *Incumbents in the classification may not perform all of these tasks or may perform similar related tasks not listed here.*

- Execute the mission and vision of the department and the District.
- Train, supervise and evaluate staff regarding assigned functions; provide direction to staff regarding student disciplinary problems; supervise extra-duty assignments which may include field trips and special events; and other issues and concerns, as required. (E1)
- Assist in planning, organizing, coordinating and directing the District-wide student transportation system, programs and services
- Communicate with District personnel and the general public to resolve issues of concern; interface with the California Highway Patrol (CHP), as necessary; the Department of Motor Vehicles (DMV), as necessary; and other governmental agencies to coordinate transportation operations. (E1)
- Communicate with parents and teachers and resolve issues or concerns as needed; resolve and respond to parent complaints (E1)
- Conduct studies of traffic conditions, pupil load and distribution and make adjustments as necessary
- Make field decisions and recommendations regarding adverse weather, road, bus stop conditions and student safety issues
- Supervise, coordinate and evaluate the bus evacuation safety program
- Conduct accident, incident and facility investigations; analyze situations, prepare and submit required reports
- Prepare reports, surveys, and statistical analysis
- Maintain current knowledge of and assists in the implementation of safety and transportation codes, regulations, laws, and related matters.
- Assist bus drivers in obtaining and maintaining required licensing and school bus certification requirements, including required DOT physicals and first aid training, as necessary. (E3)
- Operate and drive vehicle in support of essential duties; observe legal and defensive driving practices. (E3)

MINIMUM QUALIFICATIONS: *The requirements listed below are representative of knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

EDUCATION AND EXPERIENCE:

- A. Graduation from High School or equivalent required. Associate Degree and supplemental coursework preferred.
- B. Three (3) years of increasingly responsible School Bus Driving experience, one (1) year in a lead capacity preferred.
- C. Three (3) years of varied and increasingly responsible experience in public transportation, fleet management or school bus operations including one (1) year experience in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- A valid California Class B Driver's License.
- Current DOT medical certification.
- A certificate stating freedom from Tuberculosis.
- Possession of current First Aid Certification or CHP equivalent.
- Possession of current CPR Certification or CHP equivalent.
- School Bus Drivers' Certificate issued by the California Highway Patrol (CHP).

KNOWLEDGE OF:

- Principles and practices of effective administration, supervision and training in the assigned area of student transportation programs and services.
- Operations of a transportation system.
- Safe operation and methods of maintenance and repair for school buses and District vehicles.
- Laws, rules and regulations applicable to school transportation systems.
- Methods of scheduling bus routes and vehicles to meet the School District's transportation needs.
- Oral and written communication skills using tact, patience and courtesy.
- Record-keeping techniques.
- Safety concepts, principles and practices, especially as they pertain to school transportation.
- Telephone techniques and etiquette.

ABILITY TO:

- Plan, organize, coordinate, supervise, review and evaluate the day-to-day operations of a student transportation department, programs and services.
- Plan, organize, supervise, assign, review, monitor, train, evaluate the performance of assigned staff
- Develop schedules and meet planned timelines.
- Dispatch school bus drivers, as required; operation of two-way radio.
- Ensure compliance with safety programs and procedures.
- Maintain records and prepare and submit reports, as required.
- Interpret, apply and explain laws, rules, regulations, policies, procedures and contracts which affect the District's transportation program.
- Analyze situations effectively and adopt appropriate courses of action.
- Operate modern office equipment
- Sit and drive in a vehicle.
- Communicate effectively orally and in writing.
- Establish and maintain effective and cooperative working relationships with others
- Accept and carry out responsibility for direction, control and planning.

PHYSICAL ABILITIES:

- Hearing, speaking, and seeing to perform essential duties.
- Bending at the waist and sitting for extended periods of time.
- Operating a school bus for extended periods of time.
- Dexterity of hands and fingers to perform essential duties.
- Lift or move up to 50 pounds.

ENVIRONMENT:

- Transportation area and/or school bus operation environment.
- Subject to demanding time lines and constant interruptions.
- Occasionally exposed to outside weather and loud noise conditions.

HAZARDS:

- Exposure to diesel and exhaust fumes.
- Sitting for an extended period of time.
- Subject to angry or disgruntled behaviors.