SUPERVISOR OF TRANSPORTATION

Description of Position
The Supervisor of Transportation supervises and manages the transportation department; is responsible for the district's transportation of students, school buses, vehicles, motorized equipment repair, bus and vehicle repair and maintenance; and performs related duties as assigned.

Directly Responsible To
Business Manager

Major Duties and Responsibilities
1. Plans, directs, organizes, and supervises the operation of the student transportation system.
2. Plans bus routes.
3. Schedules, directs, and evaluates assigned personnel in the transportation department.
4. Assigns and trains drivers.
5. Supervises maintenance and servicing of assigned equipment and all district vehicles.
6. Develops, maintains, directs, and supervises the school bus safety program in accordance with all laws and regulations.
7. Prepares specifications for the purchase of vehicles, buses, and equipment.
8. Responsible for the preparation of accident and injury reports.
9. Responsible for the keeping of departmental records and the preparation of required reports.
10. Communicates with parents, staff, and community about student safety, discipline, and scheduling.
11. Drives school buses.
12. Evaluates fleet requirements for additional and/or replacement vehicles, equipment and buses.

Major Duties and Responsibilities (continued)
13. Participates in interviews and the making of recommendations on selection of personnel.
14. Develops timely and appropriate oral and written reports including board agenda items.
15. Responsible for providing staff development and training programs.
16. Prepares budgets for all areas of responsibility.
17. Performs other related duties as assigned.

**Minimum Experience and Job Requirements**

1. Must possess a valid California Commercial Driver’s License – Class B with Passenger Endorsement.
2. Must possess a valid State of California School Bus Driver’s Certificate issued by the Department of Motor Vehicles.
3. Knowledge of the laws and regulations of the state Board of Education and the California Highway patrol governing the transportation of pupils.
5. Ability to plan and direct a school transportation system.
6. Knowledge of the methods, materials, tools, and equipment used in the maintenance and repair of vehicles, buses, and equipment.
7. Knowledge of and ability to apply management, budgeting and contract administration principals and practices.
8. Knowledge of and ability to apply effective supervision and evaluation techniques.
9. Possession or ability to obtain within six months of acceptance of the position, a School Bus Driver Training Certificate for the State of California.
10. Five years experience in related fields, two years supervisory desirable.

**Education Requirements**

1. Completion of 12th grade or equivalent.
2. School Bus Driver Training Course
**Personal Qualities**

1. Appearance, grooming, and personality which establish a desirable example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak and to write English clearly and correctly.
4. Ability to communicate effectively with parents, staff, coworkers, and students in a sensitive and professional manner.
5. Initiative, good judgement, tact, patience, and confidentiality.
6. Ability to work cooperatively and harmoniously with others.

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