

SUPERVISOR OF TRANSPORTATION

Job Description

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SYLVAN UNION SCHOOL DISTRICT
Job Description

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.

Provides leadership and assumes administrative responsibility for the Transportation Department including the district's transportation of students, bus and vehicle management, repair and maintenance as well as ensures proper training and compliance for department procedures and staff.

Directly Responsible To

~~Business Manager~~ Assistant Superintendent of Business

Major Duties and Responsibilities

1. Plans, directs, organizes, and supervises the operation of the student transportation system.
2. Plans strategized and evaluates bus routes; leads transportation staff in route bidding and assignments.
3. Schedules, directs, and evaluates assigned personnel in the transportation department.
4. ~~Assigns~~ Recruits and trains prospective drivers.
5. Plans, organizes and conducts training activities, including staff development, for all drivers and Transportation Department staff.
6. Conducts safe driving and safe working methods and procedures training in compliance with state and federal laws.
7. Supervises and directs maintenance and servicing of assigned equipment and all district vehicles.
8. Develops, maintains, directs, and supervises the school bus safety program in accordance with all laws and regulations. [moved to #7]
9. Prepares specifications for the purchase of vehicles, buses, and equipment.
10. Responsible for maintaining departmental and staff records as well as the preparation and execution of required reports, including accident and injury reports.
11. Responsible for maintaining the keeping of departmental and staff records as well as and the preparation and execution of required reports.

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12. Develops and presents oral and written reports to district leadership as well as the Board of Trustees.
13. Communicates with parents/families, staff, and community about student safety, discipline, and scheduling.
14. Drives school buses. [moved to #15]
15. Evaluates fleet requirements for additional and/or replacement buses, vehicles, and equipment and buses.
16. Performs other duties as assigned.

17.

[Please see the updated job description for the revised Desirable Qualifications, Knowledge and Skills; Minimum Qualifications and Educational Requirements; Physical Requirements, Personal Qualities.]

Major Duties and Responsibilities(continued)

18. Participates in interviews and the making of recommendations on selection of personnel.
19. Develops timely and appropriate oral and written reports including board agenda items.
20. Responsible for providing staff development and training programs.
21. Prepares budgets for all areas of responsibility.
22. 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.
4. Knowledge of and familiarity with the provisions of the California Highway Patrol Passenger Transportation Safety Handbook applicable to the operation of vehicles in the transportation of school children.
5. Ability to plan and direct a school transportation system.

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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.

Revised: 01/03/01

Board Approved: 1-9-01