

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC

TRAINING AND SAFETY OPERATIONS SUPERVISOR

OVERALL RESPONSIBILITY

Under general direction, plan, organize, and supervise the activities of the student transportation and bus driver training operations; assist with compliance of the Drug & Alcohol testing program and bargaining unit contract agreements as related to the Transportation Department.

SPECIFIC RESPONSIBILITIES

1. Develop, prepare, conduct, and evaluate a program for the training of Bus Operators. *E*
2. Evaluate the requirements for the District employees who maintain commercial licenses and provide suggested revisions to comply with current Federal and State laws. *E*
3. Supervise and conduct bus fire and safety drills. *E*
4. Orientate new employees and substitutes to their duties and responsibilities. *E*
5. Assist with maintenance of Eligibility List for employees subject to Drug & Alcohol testing; provide to third-party administrator to ensure testing percentages are met. *E*
6. Assist with notifying eligible employees to be sent for Drug & Alcohol testing; maintain communication related to Drug & Alcohol testing with assigned supervisor and Human Resources. *E*
7. Oversee maintenance of necessary records and files to comply with Department of Education and California Highway Patrol inspections (i.e., DMV pull notices, etc.). *E*
8. Assist, as needed, to ensure compliance with Department of Transportation Drug & Alcohol Testing Program. *E*
9. Ensure necessary arrangements are made for final testing and licensing with Department of Motor Vehicles and California Highway Patrol. *E*
10. Maintain confidentiality while preparing confidential documents and other personnel-sensitive documents. *E*
11. Maintain participation in the CA DMV Assessment System/Auto Pull Program. *E*
12. Assist in the selection, orientation, supervision and evaluation of personnel. *E*
13. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
14. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

SALARY

Management Salary Schedule

TRAINING AND SAFETY OPERATIONS SUPERVISOR (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of safe driving practices and laws and regulations of the California Highway Patrol.
- Knowledge of provisions of the California Vehicle Code and the Education Code and District policies applicable to the operation of vehicles in transporting students.
- Knowledge of first aid practices.
- Knowledge of basic principles of a school district transportation system.
- Knowledge of and ability to diagnose and repair mechanical deficiencies.
- Knowledge of and ability to operate equipment used in repairing or servicing equipment.
- Knowledge of and ability to estimate time and materials needed in order to complete a job.
- Knowledge of and ability to apply principles of internal combustion engines and related procedures, tools, equipment and materials used in the repair and maintenance of school buses, vehicles, and small equipment.
- Knowledge of procedures and methods involved in routine bus scheduling of a fleet operation.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to plan and organize bus schedules and to adjust fixed schedules to meet special needs.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to lift 50 pounds in a series of functional tests, which closely simulates the work environment.

Experience

Minimum Requirement:

- Two (2) years of successful experience in a transportation operation.

Desirable Qualifications:

- Two (2) years successful supervisory experience in a school district transportation operation.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.
- Completed Basic Bus Driver Education Course (20 classroom hours) recommended by the State Department of Education.
- Successful completion of the twenty (20) hour behind-the-wheel Basic Bus Driver Education Course recommended by the State Department of Education.
- Completed Department of Education School for Instructors Program.
- Specifically related to maintenance of California School Bus Driver's Certificate:
 - Attend District approved State mandated classes for renewal of Certificate.
 - Attend District approved institutes, workshops, and training sessions when designated by the Supervisor of Transportation, not to exceed twenty (20) hours per contract year.

License

- Valid California Commercial Driver's License – Class B with Air Brake Certificate
- Valid medical examiner's certificate issued in accordance with the Motor Carrier safety regulations of the Department of Motor Vehicles.
- Department of Transportation Power Industrial Operator's Permit to be obtained within the first sixty (60) days of employment and maintained thereafter.
- Must provide a DMV printout within five (5) workdays of offer of employment.
- Standard Red Cross First Aid Certificate or pass a First Aid Examination administered by the California Highway Patrol.

TRAINING AND SAFETY OPERATIONS SUPERVISOR (continued)

REPORTS TO

Supervisor, Transportation or designee

Cabinet Approved:

Board Approved: