

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC 10044

SENIOR OPERATIONS SUPERVISOR

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume management responsibility for organizing efficient daily operation of routes, field trips and special transportation needs.

SPECIFIC RESPONSIBILITIES

1. Organize daily bus operations to meet needs of students within the guidelines of the State and Board authorities. *E*
2. Within in 6 months of employment demonstrate proficiency with all aspects of the department's logistics, student identification, routing and vehicle inspection programs and procedures. *E*
3. Maintain and update information in the student identification program to ensure the information is accurate. *E*
4. Monitor flow of information processes of routing and dispatch data to eliminate duplication of efforts. *E*
5. Operate and maintain the district's logistic, student identification and daily vehicle inspection program and procedures as directed. *E*
6. Ensure compliance and consistency of all department policies by school bus operators, students, school employees and parents. *E*
7. Schedule all excess trips with district's current transportation contractor including wheel chair buses. Schedule all Ed Pool cars and vans for administrators and schools. *E*
8. Schedule all field trips and special activity needs for schools, keeping a record of all service hours within contract guidelines, while still meeting the needs of home to school transportation. *E*
9. Direct school bus operators and monitors and secure substitute drivers as needed. *E*
10. Responsible for the discipline of school bus operators when warranted, up to and including a verbal and/or written warning. *E*
11. Oversee and manage school bus video retrieval and appropriate viewing. *E*
12. Oversee and manage the departments student discipline policy. *E*
13. Ensure all drivers are satisfactorily trained in and implementing the student discipline policy effectively. *E*
14. Disseminate and communicate to school personnel, parents, students and school bus operator's policy and procedures related to the student identification program. *E*
15. Communicate with appropriate school administrator matters concerning student discipline. *E*
16. Work under the direction of the Assistant Director or designee to resolve bus overload problems. *E*
17. Disseminate bus schedules to all schools. *E*
18. Disseminate operational procedures. *E*
19. Identify and communicate problems related to routing, scheduling, personnel and vehicle maintenance. *E*
20. Attend Transportation meetings as required. *E*

SENIOR OPERATIONS SUPERVISOR (continued)

21. Communicate in a timely manner, directly with school officials in helping to process student disciplinary concerns, gang related incidents and report major problems to Modesto City Police. *E*
22. Determine the routing of buses in foggy or other inclement weather/natural disasters. *E*
23. Develop and present an annual evaluation for all school bus operators and monitors. *E*
24. Recommend procedural/program changes to enhance efficiency. *E*
25. Assist in the training and daily monitoring of reports and processes conducted by clerical/support personnel. *E*
26. Establish and maintain cooperative relationships with those contacted during the course of work.
27. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of safe driving practices.
- 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 basic principles and techniques of training.
- 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.

Experience

Minimum Requirement:

- Successful experience as a school bus operator.

Desirable Qualifications:

- Two years successful experience as a school bus operator.
- Increasingly responsible work in bus transportation operation.
- Successful experience as a dispatcher or training officer in bus transportation operation.
- California school bus driver trainer certificate.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate.

Desirable Qualifications:

- Associates degree in Business Administration or related field.

SENIOR OPERATIONS SUPERVISOR (continued)

QUALIFICATIONS (continued)

License

Valid California Driver's License – Class C

REPORTS TO:

Supervisor, Transportation

Cabinet Approved:

Board Approved: