

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE:** Transportation Supervisor

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To supervise the daily operation of the District's transportation services.

**SUPERVISOR:** Director of Business Services

### **TYPICAL DUTIES**

1. Plans, assigns, and directs the work of school bus drivers and other assigned staff in the safe and efficient operation and servicing of the District's school buses.
2. Insures that an authorized level of school bus service is maintained and that State laws and District rules affecting school bus operations are observed.
3. Assists in the recruitment and selection of school bus drivers and other transportation staff.
4. Recruits and maintains a qualified substitute driver pool.
5. Evaluates assigned staff.
6. Plans and assigns bus routes, stops, and schedules.
7. Checks and reviews with Supervisor regarding changes in route schedules, equipment acquisitions, and all other matters affecting transportation operations.
8. Purchases parts and supplies through appropriate District procurement process.
9. Establishes and administers effective preventive maintenance and mechanical repair programs for the District's school buses and other vehicles.
10. Develops specifications and secures bids when appropriate for maintenance and repair work which cannot be performed by District's staff.
11. Maintains records and prepares reports regarding school bus preventive maintenance and repair activities for District Office and other agencies as required.
12. Supervises and evaluates the scheduling, planning, and dispatching operations and staff.
13. Assigns daily work schedules/staffing including substitute bus drivers and extra trips; may arrange for contract carriers when needed.
14. Assists in the development of district policies, administrative regulations, and procedures related to transportation operations.
15. Plans, trains, and provides in-service, classroom safety workshops, and driver training programs; maintains appropriate records relative to on-going training requirements for driver certification renewal.
16. Assists in the development of the department's budget.
17. Arranges for drivers to confer with parents, teachers, students, and other persons regarding student discipline problems.

18. Represents the Transportation Department at meetings with parents and/or principals especially in regard to student transportation needs.
19. Provides follow-up investigation of complaints and makes recommendations as appropriate.
20. Schedules, supervises, and/or conducts required student evacuation drills and other appropriate student training activities.
21. Secures periodic Department of Motor Carriers inspection and certification of District buses; services as liaison with California Highway Patrol Department of Motor Carriers.
22. Performs other duties similar to the above in scope and function as assigned.

## **EMPLOYMENT STANDARDS**

### **Qualifications:**

- Possession of an appropriate and valid California driver's license;
- California Highway patrol permit to operate a school bus.
- Certificate of driver's training issued by the California State Department of Motor Vehicles.
- Experience as supervisor, driver, or mechanic or combination of training and experience sufficient to perform duties/responsibilities successfully.

### **Knowledge of:**

- Standard and accepted principles and methods of supervising, training, scheduling, and evaluating transportation staff;
- Standard and accepted practices and methods of operating a school transportation system;
- Operation of various vehicular engine designs including gasoline, diesel, and compressed natural gas;
- Methods, tools, and equipment employed in the mechanical maintenance of school buses and other automotive equipment;
- Elements of an effective preventive maintenance program;
- Transportation technology systems;
- Safe driving practices;
- Provisions of the California Motor Vehicle Code and State Education Code, and other laws, rules, and regulations applicable to the operation of vehicles transporting students.

### **Ability to:**

- Plan, direct, and evaluate the work of others;
- Effectively evaluate performance of assigned staff;
- Operate a school bus safely and efficiently;
- Repair and provide maintenance work on school buses and other automotive equipment;

- Operate modern office equipment including a PC;
- Plan and carry out a preventive and remedial maintenance program;
- Perform basic mathematical functions rapidly and effectively;
- Maintain accurate records and prepare routine reports;
- Understand and carry out oral and written directions;
- Communicate effectively in both oral and written form;
- Establish and maintain cooperative relationships with those contacted in the performance of required duties.

### **PHYSICAL CHARACTERISTICS**

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the District and drive a school bus.
6. Physical, mental, and emotional stamina to endure long hours sometimes under stressful conditions.

Approved by Board on June 27, 2000