



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

SUPERVISOR – TRANSPORTATION OPERATIONS

DEPARTMENT/SITE: Transportation

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 9

WORK CALENDAR: 261 Days

REPORTS TO: Director of Transportation

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Transportation, the Supervisor – Transportation Operations supervises student transportation services and activities; oversees assigned personnel; performs the functions of Trainer, Dispatcher, Router, and Bus Driver as needed; provides information to others; and schedules work assignments within established timeframes and standards. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

The position of Supervisor – Transportation Operations is distinguished from the Supervisor – Transportation Shop in their assignment to supervise student transportation services and activities and perform the functions of Trainer, Dispatcher, Router and Bus Driver as needed; supervises and evaluates the performance of assigned Transportation Operations personnel.

The position of Supervisor – Transportation Shop oversees the repairs, preventative maintenance, and requisition of automotive parts for all District vehicles; supervises and evaluates the performance of assigned Shop personnel.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assesses incidents, complaints and/or accidents to resolve and/or recommend a resolution to the situation.
- Communicates and coordinates with District personnel, parents, and the public regarding the student transportation services; provides information, responds to complaints and resolves issues.
- Conducts classroom and behind-the-wheel Bus Driver training as needed to present, reinforce, and/or develop Bus Driver skills including State Department of Education requirements.
- Dispatches buses and Bus Drivers to meet District student transportation needs.
- Drives a school bus over designated routes in emergency situations; performs pre-trip and post-trip inspections maintains order and proper discipline of student passengers according to District policy.
- Ensures that supplies, materials, and required items are available to maintain the needs of the Transportation Department and staff.
- Maintains personnel records and other mandated information which is required to meet regulatory requirements.
- Participates in developing routing procedures and uses computer programs to assure efficient transportation of students; assists Transportation Router with student routing changes.

- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs the functions of Trainer, Dispatcher, Router, Bus Driver and/or the Director in their absence or to provide additional assistance as needed to maintain adequate staffing and ensure department/program outcomes are achieved.
- Prepares a variety of materials (e.g., reports, memos, letters, procedures, manuals) to document activities, provide written reference, and/or convey information.
- Recommends policies, procedures and/or actions to provide direction for meeting the District's goals and objectives.
- Resolves problems that arise from bus driver absences, school bus breakdowns, school bus scheduling, and issues with other District vehicles.
- Responds to emergencies to address immediate safety concerns.
- Trains, supervises, and evaluates the performance of assigned staff to ensure that work quality, production, and staff performance are meeting established standards and expectations.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Proper operations of school buses and school transportation vehicles
- Safe and defensive driving methods and techniques
- All applicable provisions of the California Vehicle Code, California Code of Regulations, and Education Code relating to student transportation
- Methods and procedures used in the instruction of Bus Drivers in all phases of classroom, First Aid, and behind the wheel training as outlined in the instructor's manual for California Bus Drivers' Training Course
- Principles and practices of supervision and training
- Basic maintenance requirements
- District geographic areas
- Appropriate Health and Safety regulations, safety precautions and procedures
- Standard first aid procedures
- Proper lifting techniques
- Record-keeping and report preparation techniques

Skills and Abilities to:

- Operate school buses and school transportation vehicles in a safe manner
- Communicate clearly and concisely in both oral and written forms
- Evaluate schedules and meet deadlines
- Plan and organize activities
- Administer first aid
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Prepare and maintain records and reports
- Use English in both written and verbal form
- Use standard office equipment; operate computer and applicable software
- Plan classes, events, renewal classes and in-service safety training and set annual calendar
- Communicate with State agencies governing school bus driving
- Learn and observe legal and defensive driving practices

- Learn and follow designated routes
- Maintain a safe discipline level among passengers
- Conduct safety inspections and perform routine preventive maintenance
- Maintain bus in clean and proper working condition
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs
- Assist in loading and unloading students with special needs
- Establish and maintain cooperative working relationships with staff, students and the public
- Create safe environment for students
- Understand and carry out oral and written instructions
- Work independently
- Make common sense decisions in potentially critical situations
- Apply integrity and trust in all situations
- Learn district organization, operations, procedures, policies, objectives and goals

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

Completion of an accredited program in one of the following areas: transportation management, business or public administration, or a related field preferred.

Additional education, completion of 60 units of college can be substituted for up to one (1) year of experience.

EXPERIENCE REQUIRED:

Three (3) years of increasingly responsible experience in the field of transportation including experience in routing and dispatching, preferably supplemented by or including experience as a supervisor of transportations operations and/ or maintenance of a school transportation department.

LICENSE(S) REQUIRED:

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report.
- Valid California Special Driver's Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)

Possession of, or ability and qualifications to obtain the Certificate(s) listed below within 12 months of appointment and failure to do so will result in termination.

- Valid School Bus Driver Instructor's Certificate preferred

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam F through District's provider at District's expense
 - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver's License through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time
- Lift or carry students or items up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to instruct Bus Drivers, to see streets, roadways, and traffic, and to supervise students
- Drives a school transportation vehicle