

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Transportation Services Supervisor (Personnel, Training, and Safety)	REPORTS TO:	Director, Transportation Services
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Exempt	WORK YEAR/HOURS:	12 Months
REVISED:	February 22, 2005	SALARY GRADE:	044 AASD Supervisors'

BASIC FUNCTION: Plan, organize, supervise and coordinate personnel employment, bus driver training and licensing program, vehicle safety inspection, and pupil safety education programs for transportation department programs; enforces compliance with transportation safety codes, regulations and contract specifications.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize and supervise the training, testing and licensing of a large staff of district employees and contract carrier-employed bus drivers engaged in the daily transportation of school children; coordinate and process the recruitment, screening, selection, processing, transfer, evaluation, discipline, and termination of transportation department staff and bus drivers. **E**

Interpret and enforce collective bargaining negotiation contracts for department personnel, act as subject matter expert and team member in assigned union negotiations. **E**

Plan, organize and supervise department staff in-service training programs; supervise facility/site and employee safety programs. **E**

Coordinate Omnibus Transportation Employee Testing Act of 1991 programs for the United States Department of Transportation (DOT) mandated controlled substance and alcohol testing for the district and act as liaison with medical review officers and substance abuse professionals. **E**

Plan, organize and supervise the inspection and utilization of district and contract carrier equipment for compliance with safety, contract specifications, maintenance intervals, and existing regulatory standards; Supervise the inspection, certification, processing, and maintenance of loading zones at school sites. **E**

Supervise the receipt, investigation, and response to public complaints about driver skills and operating practices; supervise the independent field checking, auditing, and road supervision of district and contract carrier buses and operations. **E**

Represent the department in unemployment, workers' compensation and equal opportunity/discrimination hearings; assists in the development of department budgets and controls expenditures for assigned units. **E**

Enforce compliance with safety standards of the California code of regulations, the education code, California vehicle code, local traffic ordinances, and contract specification for department operations staff and contract bus carriers; act as liaison to the California highway patrol, CHP motor carrier safety unit, San Diego police school safety unit and San Diego city traffic engineering section. **E**

Analyze accident factors and risk management of driving skills and practices of staff; make periodic and special reports. **E**

Select, train, and evaluate performance of assigned staff. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from a recognized four year college or university with a major in business or public administration and four years of directly related experiences in pupil or public transportation. Additional related transportation experience of acceptable level and quality including possession of a California Department of Education school bus drivers instructional permit may be substituted for the college requirement on a year-for-year basis.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Reading and writing English communication skills.

California Education code, California code of regulations, U.S. Department of Transportation regulations, California vehicle code and other regulations relating to the transportation of pupil passengers.

Safe driving methods, instruction techniques, and accident and incident investigations.

Office management and record-keeping methods and procedures.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 2.22.05--PeopleSoft

Issued 3/83

PT 8419

JB