

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Transportation Operations Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	048 AASD Supervisors'
EFFECTIVE:	July 1, 2011		

BASIC FUNCTION:

Plan, organize, coordinate and supervise transportation operations including the areas of dispatch operations, planning and scheduling, safety and training, fleet maintenance parts room, and customer support services; resolve operational issues and ensure compliance with time schedules and applicable laws, codes, rules and regulations; train, supervise, and evaluate the performance of school bus drivers, bus driver instructors and other assigned staff.

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 are intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, coordinate and oversee the daily communications, routing, scheduling and transportation operations of students, including the use of additional services that might include contract carriers; ensure compliance and consistency with time schedules and applicable laws, codes, rules and regulations. **E**

Plan and develop safe, cost effective and efficient routes utilizing fleet resources; monitor routes (and/or route sets) on a daily basis and make necessary adjustments for overloads, lateness and other related problems; communicate and address school and/or public concerns; review routes and tracks for on-time performance; develop industry templates and guidelines to make necessary and prudent adjustments working within a predetermined budget. **E**

Train, supervise and evaluate the performance of school bus drivers and other assigned staff; lead and coordinate employee interviews and recommend selection, transfer, reassignment, termination and disciplinary actions of employees; administer and monitor training, testing and licensing of transportation staff in compliance of district, local, state and federal laws. **E**

Ensure compliance with the safety standards as set forth in California codes and regulations pertaining to student transportation including local traffic ordinances, and contract specification for department operations staff; act as district and/or site liaison to the California Highway Patrol

(CHP), Motor Carrier, California Department of Motor Vehicles, and other local agencies required for the safe operation of a transportation facility. **E**

Oversee the assigning of staff with regards to work days, hours, shifts and differential assignments of school bus drivers; identify, monitor, evaluate and report extra-time overtime concerning field trips, athletic trips and special event coverage by School Bus Drivers, Extraboards and Dispatchers in accordance with established transportation guidelines; arrange for substitutes as necessary in a complex and high volume pupil transportation department. **E**

Monitor and ensure daily compliance with transportation service performance standards, cost effectiveness, policy and operating objectives. **E**

Respond to after hours' emergency calls, breakdowns, and questions concerning both within county and outside county student trips; coordinate relief drivers, emergency repairs, towing and provide communication with parents and school staff. **E**

Coordinate and oversee the Omnibus Transportation Employee Testing Act of 1991 programs for the U.S. Department of Transportation (DOT) mandated controlled substance and alcohol testing for the District. Act as the designated employer representative preparing monthly and annual reports with medical review officers, motor carrier and substance abuse professionals. **E**

Administer and oversee independent field checking, auditing and road supervision of district buses, equipment and operations. **E**

Receive, respond and investigate in an appropriate timely manner to school staff, administrators, parents, community and outside agencies to exchange accurate and practical information; organize action plans, activities and resolve issues, complaints and concerns regarding driver skills, transportation operations, student bus ridership and special accommodations for students. **E**

Administer and coordinate department's return to work program regarding long term illnesses and industrial injury claims. Act as department liaison with the District's Risk Management Department and third party administrators including other associated agencies; allocate and assign work duties, locations and hours of work that are in compliance with employee work restrictions. **E**

Advise, recommend and organize electronic presentations to management of needs involving staffing, safety, training, and the acquisition of equipment, technology for communications and other needs to maximize cost savings for the district to provide effective and efficient operations. **E**

Prepare and maintain a variety of records, logs, lists, files and reports including narrative and statistical data related to personnel, safety, training, compliance, and utilization of school buses and inventory of equipment. **E**

Arrange, organize and oversee department staff in-service training programs and instructors. Direct and supervise facility/site, school site personnel, safety instruction of students and employee safety programs associated with pupil transportation. **E**

Assist in the development and implementation of department goals, objectives, policies, procedures, budgets and expenditure controls for the department. **E**

Perform related duties as assigned.

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, public administration or related field and two years of directly related supervisory or lead experience in pupil or public transportation.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state, district and local laws, ordinances, policies, procedures, rules and regulations including California Education Code, California Motor Vehicle Code, U.S. Department of Transportation and other regulations applicable to the operation of vehicles in the transportation of students including those with disabilities.

Principles of bus driver training and safe driving practices.

Technical aspects of field of specialty.

Operation of a computer and assigned software.

Principles and practices of supervision and training.

Collective bargaining practices and procedures.

Reading and writing English communication skills.

ABILITY TO:

Plan, organize, supervise, and assign the work of a large staff.

Evaluate specifications of work rules, procedures, routes, and schedules to maximize efficiency of bus and driver assignments.

Communicate effectively with parents, the general public, school district staff, and contract carrier personnel.

Investigate, research, and prepare written correspondence and statistical and narrative reports.

Perform work tasks in an environment with high noise level and interruptions while working under pressures of time and volume.

Operate standard office equipment including computers and related software applications.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting & driving to school sites.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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.

BOE Approved 5.14.13

Job Code 8422

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