

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SUPERVISOR
TRANSPORTATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise, assign, and participate in the work of school bus drivers; to plan and prepare bus routes and daily schedules of employees; to transport pupils as needed; and to perform a variety of tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Transportation.

Exercises direct supervision over bus drivers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, supervise, assign, and review the work of school bus drivers; recommended policies and procedures related to safety.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing transportation services; identifying staffing needs with appropriate management staff; allocate staff resources accordingly.
4. Prepare daily assignments for all drivers; determine appropriate drivers for each route; provide information over a two-way radio as necessary.
5. Plan and develop bus routes; review maps of the area; determine safe and efficient routes.
6. Coordinate transportation for school field trips; collaborate with staff and school sites; plan and prepare a field trip schedule; assign bus drivers; prepare billing invoices.
7. Coordinate and conduct bus training sessions with drivers; teach behind the wheel training to new and experienced drivers; review driving tactics and techniques, and safety precautions.
8. Develop training material; Interpret and explain laws and regulations related to drive school buses.
9. Document training hours and curriculum; ensure compliance with state laws and District policy.
10. Receive calls for substitute drivers; call and assign substitute drivers.
11. Investigate complaints on driver performance; make recommendations.
12. Serve as liaison between drivers and the schools.
13. Identify safety hazards; recommend corrective actions.
14. Prepare a variety of reports on activities and operations.
15. Perform safety and maintenance checks on buses; identify defects and document on appropriate form.
16. Drive school buses to transport special needs students as needed; operate wheelchair lifts and restraints; determine health related concerns; follow up as necessary.
17. Participate in IEP meetings for special needs students.

18. Supervise the conduct of students while on the school bus; review bus rules and appropriate student behavior; issue citations as necessary.
19. Maintain trip records; count the students; document any unusual occurrences.

Marginal Functions:

1. Perform a variety of record keeping functions.
2. Fill in during the absence of the Transportation Director.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of school buses.
Principles of supervision, training and performance evaluation.
Modern office methods and equipment, including computers.
Mathematical principles.
First aid methods and techniques.
Bus training methods and techniques.
Pertinent Federal, State and Local laws, codes and regulations.
Safe driving practices.

Ability to:

Supervise, organize, and review the work of lower-level staff.
Select, supervise, train, and evaluate staff.
Teach bus operation techniques.
Interpret and explain laws and regulations related to bus operation.
Read maps.
Operate a school bus.
Perform preventive maintenance checks on school buses.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for successful job performance.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years experience operating a school bus, including some office or clerical experience.

Training:

Equivalent to completion of the twelfth grade. Bilingual, oral and written (Spanish) preferred, not required.

License or Certificate:

Possession of a California School Bus Driver Certificate and Class B-P Driver License.

Possession of, or ability to obtain, a California School Bus Driver Instructor Certificate, issued by the California Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions:

Field environment; driving school buses/vehicles, exposure to petroleum chemicals and fumes; some office environment (work on a computer).

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for performing maintenance checks on school vehicles; for sustained posture in a seated, a bent, and in a standing position; light to moderate lifting; operating motorized vehicles.