

Job Description

Los Banos Unified School District

Transportation Supervisor

Purpose Statement

The job of Transportation Supervisor is done for the purpose/s of providing support to the educational process with specific responsibilities for supervising student transportation services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Assigned Administrator

Essential Functions

- Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Compiles route statistics (e.g. mileage, driver time, student count, stop addresses, number of days run, bus capacity, etc.) for the purpose of meeting established reporting requirements.
- Conducts regular vehicle inspections for the purpose of ensuring work quality, performance and production, and assuring that staff performance is meeting established standards and expectations.
- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Evaluates routes (e.g. bus stops, clock schedules, etc.) for the purpose of ensuring bus routes are in compliance with school safety schedules, policies, and mandated guidelines.
- Implements assigned activities and/or projects for the purpose of delivering services in compliance with established guidelines.
- Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g. drivers' training hours, proficiency, pull notice progress, DOT Drug & Alcohol program notes, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs the functions of a bus driver for the purpose of meeting the district's transportation needs.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, scheduling, providing professional development opportunities, advising, terminating, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved in a safe and efficient manner.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, personnel evaluations, time cards, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures fuel, oil, shop supplies, etc. for the purpose of ensuring availability of required items for transportation department.

- Provides behind the wheel and classroom training for new school bus drivers for the purpose of evaluating and reviewing bus drivers' and applicants' job knowledge and complying with state requirements.
- Recommends policies, procedures and/or actions (e.g. route adjustments, etc.) for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to emergencies including after hours situations for the purpose of addressing immediate safety concerns.
- Schedules a variety of activities (e.g. drivers, extracurricular routes, etc.) for the purpose of addressing District transportation needs.
- Supervises department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; conducting interviews; counseling and mentoring employees; estimating required resources; operating standard office equipment and office technology; preparing and maintaining accurate records; prepare reports; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: interviewing techniques and practices; job-related codes/laws/rules/regulations/policies; methods of instruction and training; personnel processes; and the operating requirements and practices of an automotive repair shop.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; communicating with persons of diverse backgrounds; diffusing argumentative behavior; displaying mechanical aptitude; organizing tasks; setting priorities; working as part of a team; and maintaining confidentiality.

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; tracking budget expenditures. Utilization of some 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.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Bus Driver's Certificate
Bus Driver's Trainer Certificate
Commercial Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/8/2017

Salary Grade

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