



## PERSONNEL COMMISSION

**Class Code: 0886**  
**Salary Range: 35 (S1)**

### TRANSPORTATION SUPERVISOR

#### JOB SUMMARY

Under general direction, plan, coordinate and oversee the routing, scheduling and daily transportation services of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, coordinate and oversee the routing, scheduling and daily transportation services including regular and special education, contract services, mail room, and trucking operations of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations. **E**
- Oversee the daily operations of the dispatch office; monitor two-way radios of District vehicles and contract companies. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. **E**
- Plan the effective and efficient development of bus and delivery routes; monitor routes daily and make necessary adjustments for logistics and related issues; participate in annual bus evacuation drills and assist and lift students on and off of buses. **E**
- Oversee the assigning of driver overtime, field trips, athletic events and special events in accordance with established guidelines; coordinate time off for drivers; arrange for substitutes as necessary. **E**
- Communicate with school site staff, administrators, parents and outside agencies to exchange information, coordinate activities and resolve issues, concerns and questions regarding transportation services. **E**
- Receive and respond to inquiries concerning routing, logistics, and other transportation questions; continuously survey the existing transportation program for safety, service costs and areas in need of improvement; advise management of needs involving safety and legal matters. **E**
- Direct and advise outside bus contractors regarding student transportation operations and contractual obligations. **E**

- Assign contractor liquidations for non-compliance of contracts such as bus lateness, no driver, and no radio contact; verify accuracy of and distribute liquidations to appropriate contractors. ***E***
- Record field trip requests; supervise distribution of athletic, field and special trips given to charter companies. ***E***
- Confer with Fleet Maintenance personnel regarding repairs and preventative maintenance of buses and other vehicles; monitor status of repairs; inform management of the need for additional drivers and equipment. ***E***
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of and assist in the implementation of safety and transportation codes, regulations, laws and related matters. ***E***
- Schedule a variety of training sessions for drivers and staff; coordinate renewal training courses for drivers. ***E***
- Maintain a variety of transportation personnel records including license and certificate expirations, medical expirations, necessary clearances and training hours required for the renewal of the licenses and certifications. ***E***
- Prepare and maintain a variety of records and reports related to routing, schedules, liquidations, accidents and other transportation services including freight, trash, and mail room; review daily time reports, bus records, fuel use and vehicle inspection records. ***E***
- Visit school sites to observe and evaluate bus and passenger loading and unloading zones; contact appropriate city authorities to request zone changes. ***E***
- Receive and respond to driver accidents; drive to accident scenes and conduct internal accident investigations; gather information, take photos and assist students and staff; obtain accident reports from the highway patrol and police agencies. ***E***
- Operate a variety of office equipment including a fax machine, copier and a computer and assigned software; utilize computerized routing software; operate a two-way radio. ***E***
- Oversee the loading and unloading of incoming and outgoing freight; inspect loads for proper placement and securing on trucks; provide assistance lifting and moving freight and supplies as needed. ***E***
- Receive, verify and assign equipment transfers; serve as a liaison with contractors for trash dump facilities. ***E***
- Assist in the development of the departmental budget; make recommendations for the purchase of transportation supplies, materials and equipment. ***E***
- Receive and respond to emergency calls; drive school buses and trucks as needed to assure smooth and efficient operations. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

An incumbent in the Transportation Supervisor classification plans, coordinates and oversees the routing, scheduling and daily transportation services including regular and special education, contract services, mail room, and trucking operations of the department. Incumbents interact on a regular basis with outside contractors that provide transportation services to the District. Incumbents work independently, making necessary daily operating decisions that contribute toward efficient and timely transportation services.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles and techniques of route scheduling for a large pupil transportation operation.  
Principles and practices of supervision and training.  
Methods and procedures of dispatching transportation vehicles.  
Laws, codes, rules and regulations related to pupil transportation and commercial drivers.  
Health and safety regulations including CPR and first aid.  
Modern office practices, procedures and equipment.  
Operation of a variety of office equipment including a computer and assigned software.  
Operation of a two-way radio.  
Record keeping and report preparation techniques.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.

**Ability to:**

Oversee, coordinate and participate in the daily operations and activities of the Transportation department.  
Plan the effective and efficient development of routes.  
Oversee assignment of driver routes and special events.  
Review routes and schedules to accommodate changes.  
Train, supervise and evaluate assigned staff.  
Plan and coordinate driver safety and training programs.  
Assess transportation needs and develop viable plans and alternatives.  
Prepare and maintain a variety of records, logs, lists, files and reports.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Read and interpret maps.  
Operate a variety of office equipment including a computer and assigned software.  
Operate a two-way radio.  
Observe legal and defensive driving practices.  
Work independently with little direction.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.

Prioritize and schedule work.  
Understand and resolve issues and complaints.  
Prepare and present oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Complete work with many interruptions.

**Education and Training:**

Equivalent to graduation from high school. An Associate's degree with coursework in business administration, management or a related field is desired.

**Experience:**

Three years of student or commercial transportation experience including experience dispatching school buses or commercial vehicles on fixed and variable route assignments. Experience in a lead or supervisory capacity is desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements, a valid unrestricted California Special Driver Certificate for school bus operation and a valid Medical Card within six months of employment.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.  
Evening or variable hours.  
Emergency call out.  
Driving a vehicle to conduct work.  
Contact with dissatisfied or abusive individuals.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials and inspect vehicles and freight.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Occasional lifting, carrying, pushing and pulling heavy objects weighing approximately 50 pounds and with assistance up to 100 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/2/2001

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