

Goleta Union School District

Transportation Supervisor

Basic Function

Under the direction of the Head of Maintenance, Operations and Transportation, oversee the activities and operations of the Transportation Department; plan, implement and direct a bus driver training program and other training programs for transportation staff; assure safe operation of the bus fleet and crossing areas; train and evaluate the performance of assigned personnel.

Representative Duties

Oversee the activities and operations of the Transportation Department including crossing guard activities; assure compliance with safe driving practices in accordance with District and State transportation policies, rules and regulations. E

Plan, implement and direct a bus driver training program and other training programs such as classroom, behind-the-wheel, proficiency, first aid, student behavior management, certificate renewal, safety and others for transportation staff. E

Assure safe operation of the bus fleet and crossing areas; conduct bus inspections according to established timelines; report malfunctions and arrange for repairs as appropriate. E

Participate in the development of optimal bus routes to minimize costs and maximize the utilization of equipment and personnel; design summer school and fall routes as assigned. E

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; qualify drivers to bid on routes or to drive on field trips based upon seniority. E

Confer with parents, Principals and District administrators regarding problems concerning pupil transportation or discipline; receive and respond to inquiries or complaints concerning routing, student discipline and other transportation questions. E

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel; monitor expiration dates and notify personnel of expired certificates; update training hours on personnel records as appropriate. E

Communicate with administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information. E

Prepare, monitor and control the transportation and crossing guard budgets; review expenditures and prepare budget projections as requested. E

Develop, implement and enforce established safety regulations and precautions; remain current concerning pending and existing State legislation relative to student transportation; develop annual bus evacuation plans. E

Compile data regarding license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate. E

Drive a school bus or transportation vehicle over assigned routes to transport children to and from school as needed. E

Operate various school buses, dumpster truck, and various audio-visual equipment for use in training and safety meetings; operate a computer and assigned software. E

Attend a variety of meetings, conferences and workshops as assigned.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students.

Principles, methods, techniques and strategies of bus driver training.

Safe driving practices.

Principles of efficient and economical bus routing techniques and scheduling of employees.

Transportation Supervisor

Rules and regulations affecting school district transportation department.
Geographic and topographic characteristics of community served by the District.
Principles and practices of supervision and training.
Record-keeping techniques.
Operation of a computer and various audio-visual equipment.

Ability to:

Oversee the activities and operations of the Transportation Department.
Plan, implement and direct a bus driver training program and other training programs for transportation staff.
Assure safe operation of the bus fleet and crossing areas.
Assure proper maintenance and repair of buses and other automotive equipment.
Develop and schedule efficient bus route systems.
Train, supervise and evaluate the performance of assigned staff.
Work independently with little direction.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Read, interpret and follow rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Operate a computer and various audio-visual equipment used in training.
Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school supplemented by training or course work in school bus driver training and four years of increasingly responsible experience in the operation of a school bus including one year in a school bus driver training program.

Licenses and Other Requirements

Valid California Class B Driver License with no restrictions; passenger and air brake endorsements.
Subject to random drug and alcohol testing.
School Bus Driver's Certificate issued by the California Department of Motor Vehicles.
Valid State Department of Education Driver Instructor Certificate with no restrictions.
Incumbents must be insurable by the District's liability insurance carrier.

Working Conditions

Environment

Indoor and outdoor environment.
Constant interruptions.
Noise and fumes from equipment operation.

Physical Demands

Reaching overhead and above the shoulders, bending at the waist, kneeling or crouching to inspect buses.
Standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.

Hazards

None