



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Transportation Supervisor**

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### **JOB SUMMARY:**

Under direction of the Executive Director of Facilities and Transportation, assists in the planning, organizing, directing, coordinating and supervising of the day to day operations of the District's transportation program, including maintenance and repair of school buses, trucks, cars, vans, and other vehicles and equipment; supervises all assigned personnel including bus drivers, mechanics, and other transportation staff, ensuring their proper training and performance.

### **CLASS CHARACTERISTICS:**

This single incumbent classified management position has responsibility for direction of the Transportation Department staff and the District's overall transportation operations. The incumbent ensures compliance with Federal, State, and local laws, rules and regulations related to student transportation. They are expected to work independently in concert with the objectives, scheduling, and general procedures established by the Executive Director of Facilities and Transportation and ensure all drivers are properly trained.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

#### **Essential Duties:**

- Assist in coordinating and planning District student transportation schedules, routes, and stops to maximize service to students, minimize cost, and for effective utilization of transportation equipment and staff;
- Plan, train, supervise, direct and evaluate the work of bus drivers, mechanics and other transportation support personnel;
- Collaborate with the Special Education Department to develop special education bus support plans as part of the IEP process including behavior, health, and evacuation components;
- Supervise the maintenance and repair of District vehicles, buses and related equipment; oversee shop/garage activities; order parts and related inventory as needed;
- Act as a liaison with the CHP Motor Carrier for annual terminal inspections; review all CHP annual bus safety inspections;
- Maintain records to ensure departmental compliance with driver licensing and certification requirements including the District's Department of Transportation (DOT) Drug and Alcohol Testing Program;
- Ensure the timely performance of tasks consistent with District standards and expectations;

- Assist in interviewing, recommending employment, retention, discipline, termination of department subordinate staff;
- In accordance with District policies, enforce compliance with applicable laws, rules, regulations, and policies;
- Prepare and maintain current the Transportation Safety Plan, safety programs for school bus drivers;
- Oversee and approve driver training program;
- Coordinate and conduct in-service and training of transportation employees;
- Provide information to and resolve student transportation problems with parents, principals, and other school administrators;
- Plan and direct transportation maintenance, preventive maintenance, and vehicle inspection programs;
- Supervise departmental compliance with various licensing and certification requirements;
- Assist in the preparation and management of the department's annual budget;
- Investigate and compile information on any accident involving pupil transportation, taking necessary reporting and remedial action as appropriate;
- Attend and conduct a variety of meetings as assigned; provide in-services to Transportation staff as needed;
- Operate a computer and variety of software programs including a transportation data management system;
- Collaborate with California School Employee Association representatives to adopt best practices to benefit all employees;
- Oversee behind the wheel training;
- Assist in training, testing, and evaluating candidates who have been selected to become drivers for the District;
- May drive a District vehicle and school bus to transport students and test-drive newly acquired or recently repaired vehicles or school buses as needed.

**Other Related Duties:**

- Maintain, update, and implement practices and guidelines, such as Board Policies and Administrative Regulations, and Transportation Department policies and procedures as needed;
- Recommend and implement changes in department rules, regulations and procedures affecting transportation activities;
- Supervise the requisition of supplies, equipment, and inventory;
- Develop, direct, and approve various reports; ensure the required records and written reports are continuously maintained;
- Keep current on modern practices in responsibility areas including streets, boundary lines, and housing developments;

## **SUPERVISION**

General administrative direction is received from the Executive Director of Facilities and Transportation.

Supervision is exercised over all employees assigned to the Transportation Department including shop/garage staff.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Practices, procedures, and legal requirements related to the transportation of students and the operation of a school transportation system;
- California Motor Vehicle Code, traffic ordinances, and California Highway Patrol and Federal regulations pertaining to student transportation;
- Safety rules and practices related to bus and truck transportation operation;
- Types and availability of resource materials related to instruction and training of drivers;
- Systems for record keeping, inventory control, budget preparation, and expenditure controls;
- General practices related to routine bus maintenance required by the California Highway Patrol;
- Principles of effective personnel management, progressive discipline, supervision, and training of employees;
- Operation of personal computers and applicable software including transportation specific software;
- Modern office equipment and procedures;
- English usage, grammar, spelling, punctuation and vocabulary.

### **Ability to:**

- Plan, schedule, organize, direct, and supervise a school transportation system overseeing the safe and efficient transportation of students;
- Train, supervise, and evaluate subordinate personnel;
- Use good judgment in recommending appropriate administrative actions;
- Direct, prepare, cause to be prepared, and present clear and concise records, reports, and other communications;
- Read, interpret, apply, and explain rules, regulations, district policies and procedures;
- Apply training, knowledge and experience so as to maximize efficiency and effectiveness of department functions;
- Operate various office equipment including a PC (personal computer), effectively utilize applicable software, including transportation related software, and the District's E-mail system;
- Assist in the development and administration the District's Transportation Program budget;
- Communicate effectively both orally and in writing with staff, parents, children, public, and district personnel demonstrating poise, patience, sensitivity and understanding;
- Establish and maintain cooperative and effective working relationships with diverse groups, including administrators, District personnel, outside agencies, parents, and students;

- Work independently with little direction;
- Meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect in a manner that reflects positively on the District;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administration, and staff.

## **EMPLOYMENT STANDARDS**

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

### **Education:**

- High school diploma or equivalent;
- Technical/vocational training or college course work involving business management, pupil/public transportation, or related disciplines is highly desirable.

### **Experience:**

- Progressive increase of experience in a fleet transportation system, experience with complex scheduling of routes and personnel, experience implementing a transportation data management system (i.e. Trans Traks), preferably in a California school environment.
- Two years of demonstrated successful experience in a supervisory capacity preferred.

## **LICENSES AND CERTIFICATES REQUIRED**

The following licenses, certificates and endorsements are required within nine (9) months of employment:

- Valid California Class A or B Commercial driver license with Passenger “P” and School Bus “S” endorsements;
- Valid California Special Driver Certificate for school bus with no restrictions preferred except numbers “1” (automatic transmission only) and “6” (first aid test waived);
- Valid CPR certification and First Aid certification if first aid was waived at CHP;
- Certification of successfully passing a DMV medical examination;
- Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.
- Current, unrestricted California School Bus Driver Instructor Certification.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

Frequently sits, stands, walks, climbs stairs; occasionally stoops, bends, reaches over head; may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment.

**Work Environment and Hazards:**

Occasionally drives a school bus; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with Transportation employees, the public, students, passengers, and other district staff; works frequently without guidance from supervisor frequently in negative interpersonal situations; works with high volume and tight deadlines.

**SALARY RANGE**

Salary Range M51

Classified Management Salary Schedule

Classification established Personnel Commission 1/20/1994, Salary Range M50

Job Description Revised 5/96

Classification reactivated by Personnel Commission at recommended Range M51, 6/17/21