

## **Escondido Union High School District Job Description**

**Job Title:** Transportation Operations Supervisor  
**Employee Unit:** Supervisory  
**FLSA Status:** Exempt  
**Salary Level:** Range 34 (254 days)  
**Approved By:** Board of Trustees  
**Approved Date:** 3/19/15

### **SUMMARY**

Plan, organize and supervise the scheduling and routing of school buses; Train, supervise and evaluate the performance of assigned staff including fleet maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinates dispatching activities, communication operations, and assignment of drivers to obtain optimum use of facilities, equipment, and human resources.

Conduct studies of traffic conditions, pupil load and distribution; make adjustments as necessary.

Coordinates, assigns and oversees work of fleet mechanics to assure timely completion of maintenance and repair in order to provide safe and mechanically sound buses.

Conducts performance evaluations of assigned employees.

Coordinate with site administrators regarding site transportation needs.

Oversee the arrangement and scheduling of substitute bus drivers.

Communicate with District personnel, parents and the public regarding the student transportation system; provide information.

Processes customer/client complaints and initiates corrective actions designed to improve customer relations and services.

Assist drivers in completing injury and accident reports.

Initiates investigations into causes of accidents, interviews drivers concerned to determine responsibility, and submits reports to Assistant Superintendent.

Authorizes outsourcing of mechanical work when needed.

Authorizes parts and tools purchase and directs inventory control.

Inspects physical facilities of terminal and buses for such factors as cleanliness, safety, and appearance, and takes required actions in order to meet prescribed standards. Assure discipline is implemented as necessary.

Monitors trip and dispatch logs for conformance with schedules.

Directs preparation and issuance of new schedules to operating personnel.

Assures replacement buses for vehicles involved in accidents and buses and operators for special charter or tours.

Supervise and participates in training of personnel and issues manuals, bulletins, and technical guides to improve services and operational activities.

Reviews operator bids for routes to determine assignments for driving personnel.

Supervise the preparation and retention of dispatch, driver training and vehicle maintenance records and reports.

Provides mandated training for bus drivers; supervises the maintenance of CHP required records on driver training.

### **SUPERVISORY RESPONSIBILITIES**

Supervises 20 to 40 employees in the Transportation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, recommending, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or four years related experience and training, or effective combination.

### **KNOWLEDGE OF:**

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

Principles of bus driver training, safe driving practices.

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

Rules and regulations affecting School District Transportation department.

Geographic and topographic characteristics of community served by the District.

Computerized routine systems and their applications

Principles of dispatching and scheduling of school buses.

Principles and practices of supervision and training.

Record-keeping techniques.

### **ABILITY TO:**

Coordinate and implement an efficient student transportation system.

Dispatch and schedule bus drivers.

Maintain records and prepare written and oral reports.

Work with the public concerning scheduling of school bus routes.  
Develop and schedule efficient bus route systems.  
Enter and retrieve applicable bus transportation data using a computer.  
Plan, organize, evaluate and supervise the work of subordinates.  
Make arithmetic computations with speed and accuracy.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedule and time lines.  
Plan and organize work.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Operate a computer terminal and printer.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

California drivers license, school bus driving certificate, California driver trainer certification as required by California Highway Patrol, flawless driving record.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee frequently works in outside weather conditions. The noise level in the work environment is usually loud.

### **COMMENTS**

The individual assigned to this position must demonstrate integrity and a service oriented demeanor, must maintain safety and service as high priorities, must be able to manage the operations of the transportation department and supervise a wide variety of personalities, and must represent the Escondido Union High School District in a professional manner.