

Transportation Supervisor Safety Compliance

3-13-20

Purpose Statement:

To assist in ensuring the safe, consistent operational performance of the department including the management of school bus routes, activity trips, and the supervision of personnel required to carry out this goal. The position is responsible for computer routing, including system maintenance, and the coordination of student discipline.

This job reports to Assistant Director of Transportation

• **Essential Functions**

- Develops programs for the purpose of assisting employees in student management and vehicle operation
- Implements assigned activities and/or projects (e.g. Peaceful Bus Program, bus video systems, Bus Safety School, etc.) for the purpose of delivering services in compliance with established guidelines.
- Collaborates with buildings on student management strategies for the purpose of implementing and maintaining services and/or programs
- Attends student IEP meetings for the purpose of providing input and representing the Transportation Department.
- Assists in the implementation new employee training, for the purpose of ensuring all employees meet District, State and Federal requirements
- Assists in the performance evaluation of current employees and applicants for the purpose of ensuring that basic skills levels are met and are in compliance with certification requirements.
- Communicates utilizing a broad range of tools to employees, buildings, staff and others (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information requesting follow-up action and/or implementing procedures.
- Assists in the Investigation vehicle accidents, minor incidents and employee injuries for the purpose of improving procedures and complying with established guidelines.
- Maintains manual and electronic documents, files and records for the purpose of documenting activities and/or providing an up-to-date reference and audit trail.
- Assists in the development and auditing of school bus routes for the purpose of ensuring they meet the needs of the district and are designed with the greatest efficiency possible.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Supervises assigned personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.
- Prepares a variety of documents and reports (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of providing information and/or training materials to bus driver, other district personnel and outside agencies as required by established policies and/or regulatory guidelines..
- Other duties as assigned by supervisors.
- "Fulfill substitute school bus driver criteria"

- **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Arranges and attends other meetings for the purpose of maintaining familiarity with the different types of district buses.

- **Job Requirements: Skills, Knowledge and Abilities (Minimum Qualifications)**

- Skill-Based Competencies required to satisfactorily perform the functions of the job include:
 - Operating standard office equipment
 - Using pertinent software application
 - Preparing and maintaining accurate records
 - Operating heavy and light duty vehicles
- Knowledge-Based Competencies required to satisfactorily perform the functions of the job include:
 - Safe driving practices
 - Follow provisions of the motor vehicle code and the education code applicable to the operation of vehicles transporting school students
 - State licensing requirements.
 - Ability to learn district roads and the to read maps
- Ability-Based Competencies required to satisfactorily perform the functions of the job include
 - Ability to teach employees proper skills and techniques to assist them in working with students and vehicle operations
 - Ability to comprehend and construct communications using multiple types of media such as phones, email, memos, letters and share information in one-on-one situations
 - Ability to operate a computer using Excel, Power Point, Word and other specialized programs
 - Ability to communicate verbally with a broad range of people
 - Adapting to changing work priorities.
 - Ability to maintain positive interpersonal relationships
 - Must maintain regular attendance throughout the year to perform the duties of a rigorous work schedule.

- **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, some climbing and balancing, some stooping, kneeling crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under some temperature extremes.

- **Required Testing**

- Pre-employment Drug Screening
- Pre-employment Physical Exam

- **Certificates & Licenses**

- Crisis Prevention Institute Certified Instructor(CPI) or similar training preferred
- Commercial Driver's License class "B" with endorsements for Passenger and School Bus
- State Certification to Train School Bus Drivers preferred
- Substance Abuse Recognition Supervisory Certification preferred

- CPR & 1st Aid Certification preferred
- **Continuing Educ. / Training**
 - Eight hours of Training for Bus Drivers per year
 - Annual Physical; Random Drug and Alcohol Testing
- **Clearances**
 - Criminal Justice Fingerprinting/Background Clearance
 - Department of Family Services Clearance
 - Maintain a clear driving record

FLSA Status

- Exempt