

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

SUPERVISOR OF TRANSPORTATION

PRIMARY FUNCTION: Supervise Transportation Department employees. Develop, implement and modify the Districts' Transportation Program. Assist, as necessary, the Director of MOTS with supervision throughout the Department.

DIRECTLY RESPONSIBLE TO: Director of Maintenance, Operations, Transportation and Safety.

MAJOR DUTIES AND RESPONSIBILITIES:

Directs and supervises the work of transportation staff.

Keeps Director of MOTS informed with regard to tasks, work plans, schedules of employees, and major issues

Plans and organizes school bus routes.

Plans for, and supervises the execution of transportation projects and programs

Develops Transportation Department budget based on guidance of Director MOTS and Director of Fiscal Services. Establishes and constantly updates an annual expenditure plan that includes monthly/quarterly targets.

Allocates Department resources; revises as necessary

Coordinates with site administrators in establishing site specific work plans; gives direction to transportation staff. Advises Director of MOTS and site administrators as well as other District managers/supervisors, regarding transportation workloads and schedules

Plans and conducts annual training of transportation personnel to ensure all drivers meet minimum requirements for annual training.

Trains staff in the proper use of equipment and supplies in accordance with safety and environmental regulations

Tests and evaluates supplies and equipment to determine their suitability for District use and makes recommendations for their acquisition

As necessary, participates in Individual Educational Program (IEP) team meetings of Special Education Students to assist in planning appropriate transportation support.

Communicates with parents, in particular parents of Special Education students, to address their concerns about transportation.

Participates in the selection of candidates for position vacancies

Evaluates line staff based on Director of MOTS evaluation plan

Establishes and maintains appropriate logs and records for department and District use and prepares related reports as required

In the absence of the Director of MOTS, supervises day-to-day operations of the Maintenance and Custodial employees.

Assists Director of MOTS, as directed, in performing leadership, supervisory, planning, project management and other tasks required for the operations of the MOTS Department.

Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Possession of current/valid California school bus driver's licenses including, at minimum, a State of California Class B license with passenger endorsement, and School Bus Driver Certificate, First Aid Certificate, and medical clearance as a school bus driver.

If not already qualified, within one year of hiring, obtain, and then continuously maintain, a current/valid California school bus drivers' trainer's certificate.

Knowledge of techniques and methods of supervision and evaluation

Knowledge of equipment, chemicals, and other materials

Knowledge of pertinent health and safety rules and regulations

Ability to communicate effectively and tactfully in both oral and written form with subordinate staff, District administrators, other staff members, and the general public

Ability to prepare budget estimates and project equipment, supplies and staffing requirements

Ability to control activities of subordinate staff and coordinate, monitor, and schedule tasks

Ability to effectively train and evaluate subordinate staff

Ability to maintain assigned logs, and record and prepare required reports

EXPERIENCE:

Five (5) years of transportation experience, preferably with experience in both transportation and operations areas

EDUCATION:

High school diploma required. An Associate's degree is preferred.

DESIRABLE QUALIFICATIONS:

School district transportation supervision experience

Bilingual (English/Spanish) desired

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of the Supervisor of Transportation. These physical requirements include:

1. Periodic handling of light, medium or heavy weight parcels, supplies and equipment up to 50 lbs
2. Employee may need to bend, squat, lift, push, pull, twist, and turn
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter
4. Stand or sit for long periods of time or work in confined spaces
5. Indoor and outdoor work environment with exposure to wide ranges of temperatures
6. Operate motor vehicles
7. Possible exposure to chemicals, agents and other sensitive material.
8. Physical and mental stamina to perform the duties and responsibilities of the position
9. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CLASSIFIED MANAGEMENT

The work year for this position is 221 days