

Southern Kern Unified School District

Position Description

Position Title: **Transportation Supervisor**

Department: Transportation

Reports To: Chief Business Officer

Prepared By: Staff

SUMMARY: Under direction of Chief Business Officer, will coordinate, supervise and manage the District pupil transportation program. Transportation Supervisor will coordinate, supervise, manage and participate in the mechanical services functions and activities and perform other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Plans, coordinates, supervises and directs the functions and activities of the pupil transportation service unit
- Develops, implements and maintains transportation service operational procedures
- Plans, organizes and develops work schedules and personnel work assignments
- Confers with a variety of District personnel, state officials and members of the school community pertaining to pupil transportations and mechanical services related problems and issues
- Plans organizes, coordinates and participates in the functions of the District mechanical services unit, including the inspection, repair and maintenance of vehicles and equipment
- Establishes procedures to ensure compliance with appropriate District regulations and policies concerning preventative maintenance to ensure against safety hazards
- Communicate with District personnel, parents and the public regarding the transportation system and procedures
- Provide information, respond to complaints and resolve issues
- Maintains a variety of records pertaining to the transportation services program
- Inspects, Reviews, test and recommends the purchase and replacement of transportation vehicles, automotive equipment, materials and supplies
- Prepares and presents management reports as necessary
- Prepares and recommends the unit budget and establishes expenditure control procedure
- Plans, develops and conducts orientation and in-service training programs
- May assist in the resolution of unusual and unforeseen problems and concerns

SUPERVISORY RESPONSIBILITIES:

Reviews, inspects and evaluates transportation employees work performance

QUALIFICATION REQUIREMENTS: *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.*

KNOWLEDGE OF:

- Principles, methods, procedures and techniques related to a transportation service program

- Principles, methods, techniques and strategies of organization, supervision and planning
- Legal mandates, i.e., Title XIII, Vehicle Code, Education Code, policies and regulations pertaining to a transportation service program
- Principles, methods and procedures used in the service, repair and maintenance of gasoline and diesel powered motor vehicle equipment.

ABILITY TO:

- Plan, coordinate and manage the functions of the District transportation and mechanical services units
- Inspects, reviews and evaluates transportation and other automotive equipment to ensure the avoidance or elimination of potential safety hazards
- Prepare and compile clear and concise comprehensive reports
- Supervise, coordinate and evaluate the performance of others
- Accurately estimate time and material costs
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED, supplemented by training or coursework in transportation management, organization, supervision and planning procedures
- Four years of responsible experience in the management of pupil transportation and mechanical services programs, including one year in a supervisory capacity

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Class II California Motor Vehicle Operator's License
- Must possess a School Bus Drivers Certificate issued by the California Highway Patrol, including passage of a first aid examination
- Certificate of completion of the State Department of Education Driver Trainer Course

MATHEMATICAL SKILLS:

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, Department of Transportation physical and MOE Basic Training Program.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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.

Vision, color vision, depth perception and peripheral vision.

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 occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces.
- The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- The employee has direct responsibility for the safety and well-being of others.
- The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.
- While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand.
- The employee will frequently bend or twist at the neck and trunk while performing the duties of this job.
- The employee frequently repeats the same hand, arm or finger motion many times.
- The employee frequently uses hand strength to grasp tools and is continuously driving on the job.
- The employee must occasionally lift and/or move up to 75 pounds, including students.
- Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.