

ORANGE UNIFIED SCHOOL DISTRICT

**TRANSPORTATION SUPERVISOR**

**DEFINITION**

Under direction, to plan, organize, coordinate and supervise the functions and activities of the District transportation operation; to plan, organize, coordinate and supervise the driver training of transportation personnel; to plan, organize, and supervise the school bus safety program; and to do other related functions as required.

**ESSENTIAL DUTIES**

- Plan, organize, coordinate and supervise the functions of the transportation operation, including bus route planning, assigning and dispatching of transportation personnel.
- Confer with and advise mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions.
- Review, monitor and audit bus routing and pupil transportation schedules to ensure adherence to a cost effective operation and the appropriate utilization of personnel and equipment.
- Review major mechanical repair time, and determine priority transportation equipment use.
- Confer with and advise site and District personnel and the educational community concerning pupil transportation related problems, issues and concerns.
- Investigate, test and recommend the acquisition of supplies, materials and equipment, and the development of a replacement schedule for obsolete transportation equipment.
- Participate in the budget planning process, and in the development, implementation and maintenance of expenditure control procedures.
- Plan, organize, and conduct personnel orientation and in-service training programs.
- Assist in the planning, development and implementation of policies, guidelines and operational procedures to ensure a cost effective and cost beneficial pupil transportation operational mode.
- Establish, implement and maintain a manual and automated data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes and preventative maintenance programs.
- Investigate accidents involving pupil transportation equipment and District owned vehicles and equipment and prepare appropriate evaluation reports.
- Review, monitor, audit and evaluate the performance of transportation personnel, and assist them in resolving conflicts and personnel related problems.
- Participate in the recruitment, selection and assignment of transportation personnel.

**QUALIFICATIONS**

Knowledge of:

Principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program;  
Legal mandates, policies, regulations and guidelines of a pupil transportation and safety program;  
Practices, methods, procedures and techniques of organization, supervision, and the evaluation of personnel performance;  
Safe working methods and procedures.

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### **Ability to:**

Effectively and efficiently organize, coordinate and supervise pupil transportation functions and activities;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions with minimal accountability controls;

Establish and maintain cooperative organizational and community relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects and important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

#### **Experience:**

Three years of experience in a pupil transportation program, including one year in a supervisory capacity.

#### **Education:**

Equivalent to the completion of the twelfth grade, supplemented by advanced training or course work in the organization and supervision of a transportation programs.

### **License and Certificate Requirements**

Possession of a valid Class A or B, California Motor Vehicle Operator's License;

Possession of a School Bus Driver's Certificate issued by the California Highway Patrol;

Possession of an American Red Cross First Aid Certificate;

Possession of an unrestricted State Department of Education Driver Instructor Certificate.

### **Condition of Employment**

Insurability by the Districts' liability insurance carrier.