

ORANGE UNIFIED SCHOOL DISTRICT

TRANSPORTATION FIELD SUPERVISOR

DEFINITION

Under direction of the Director of Transportation, provides field supervision for school bus drivers; organizes and supervises the school bus safety program; monitor and audit bus stops and bus routes; drive a bus as needed; and to do other related functions as required.

ESSENTIAL DUTIES

- Process student discipline reports; work with Director, site administrators, parents and students to resolve student discipline problems and/or make arrangements for special needs by attending parent conferences or student IEPs.
- Investigate and work toward resolution of service complaints.
- Provide field supervision and assistance for school bus drivers, including, but not limited to, investigation and reporting of school bus accidents, parking and traffic control management at school sites; student discipline, and other areas with regard to pupil safety.
- Participate in the recruitment, selection, and assignment of transportation personnel.
- Participate in the development and coordination of school pupil programs and work collaboratively with surrounding agencies for the Safe Routes to School program.
- Develop and maintain school bus routes and schedules, including bus route planning, assigning, and dispatching of transportation personnel.
- Oversee the organization and maintenance of a variety of department records, billings, forms, files, and documents.
- May drive a bus in emergency situations over a designated route in accordance with a specified time schedule.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, trends, procedures, and techniques of a comprehensive pupil transportation program; driving safety and courtesy
- understanding of supervision or management of transportation personnel
- Legal mandates, policies, regulations, and guidelines of a pupil transportation and safety program
- Procedures related to the evaluation of personnel performance
- Safe working methods and procedures

Ability to:

- Effectively 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 control

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- Establish and maintain cooperative organizational and community relationships

EXPERIENCE AND EDUCATION

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

Experience:

Minimum of three (3) years of experience in a pupil transportation program, including one (1) 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 program.

OTHER REQUIREMENTS

License and Certification Requirements

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

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

Possession of a valid medical examiner's certificate

Possession of a current First Aid Certificate approved by the Emergency Medical Services Authority or pass the First Aid Examination given by the California Highway Patrol

Other

Insurability by the Districts' liability insurance carrier.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes and vibrations. The employee occasionally works in outside weather conditions.

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.