

EVERGREEN SCHOOL DISTRICT

TRANSPORTATION SUPERVISOR

DEFINITION

Under administrative direction, to coordinate and supervise the operation of the District school bus system; to coordinate the maintenance and repair of school buses and other transportation equipment; and to do related work as required.

EXAMPLES OF DUTIES

Plans, supervises and directs the work of the transportation system; develops routing schedules for approval; supervises the scheduling and assignment of driver personnel for all school bus operations within the District; confers with school authorities and drivers on disciplinary problems with student passengers; plans and supervises driver training programs for transportation personnel; maintains stock of bus parts including, lights, bulbs, windshield wipers and lenses; maintains records of operational costs; directs a preventive maintenance program to keep vehicles in compliance with safety requirements; personally inspects buses prior to daily operations to assure proper running condition; schedules major repairs and maintenance for buses and other motor vehicles with local repair shops; performs minor repairs such as doors, windows and painting; supervises the scheduling and routing of buses for extracurricular events; directs revision of bus schedules and routes according to traffic hazards and fluctuations and number of passengers in various areas; meets with administrators and other District employees to present information and advise on functioning of the transportation program and to discuss mutual problems; assists in interviewing job applicants; discusses driving problems with present employees; trains new drivers; may occasionally operate school bus.

SPECIAL REQUIREMENTS

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles; possession of a School Bus Driver's and Instructor's Certificate issued by the Department of Motor Vehicles; possession of a valid first aid qualification comparable to the Standard Red Cross First Aid certificate.

DESIRABLE QUALIFICATIONS

Knowledge of: Laws and safety code sections applicable to the operation of school transportation vehicles; standard practices and methods involved in routing and scheduling of personnel and vehicles; proper operation and maintenance of District vehicles; principles of supervision and training; methods and equipment employed in the minor repair and servicing of school buses and other transportation equipment.

Ability to: Develop and maintain bus routes and schedules; adjust fixed schedules to meet special circumstances; supervise and train transportation personnel; adjust preventive maintenance and repair work to operating schedules; service and perform minor maintenance repairs on buses and other vehicles; prepare necessary reports; records and requisitions; establish and maintain cooperative working relationships with employees, students, parents and school administrators.

Training and Experience: Any combination of training and/or experience which would likely provide the required knowledges and abilities is qualifying; a typical way to obtain these knowledges and abilities would be:

Three years of experience in bus transportation including, one year of supervisory experience.

Management Salary Schedule

220 Day Work Year

2/78