

CHICO 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 maintenance and repair of the District motorized equipment; and to do other related functions as required.

ESSENTIAL DUTIES

- Plans, organizes, coordinates and supervises the functions of the transportation operation, including bus route planning, assigning and dispatching of transportation personnel, and the inspection, maintenance and repair of pupil transportation and other motorized equipment.
- Confers with and advises mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions.
- Reviews, monitors and audits bus routing and pupil transportation schedules, including special need students to ensure adherence to a cost effective operation and the appropriate utilization of personnel and equipment.
- Reviews major mechanical repair time and material cost estimates, and determines priority repair and maintenance schedules.
- Confers with and advises site and District personnel and the educational community concerning pupil transportation related problems, issues and concerns.
- Investigates, tests and recommends the acquisition of supplies, materials and equipment, and the development of a replacement schedule for obsolete transportation equipment.
- Participates in the budget planning process, and in the development, implementation and maintenance of expenditure control procedures.
- Plans, organizes and conducts personnel orientation and in-service training programs, which may include bus driver classroom and behind-the-wheel required training.
- Plans, develops and implements policies, guidelines and operational procedures to ensure a cost effective and cost beneficial operational mode.
- Establishes, implements, and maintains a data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes and preventative maintenance programs.
- Investigates accidents involving pupil transportation equipment and District owned vehicles and equipment and prepares appropriate evaluation reports.
- Reviews, monitors, audits and evaluates the performance of transportation personnel, and assists them in resolving conflicts and personnel related problems.
- Participates in the recruitment, selection and assignment of transportation and mechanical service personnel.
- Performs evaluations for probationary and permanent employees.

QUALIFICATIONS

Knowledge of:

- Principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program;
- Methods, techniques and procedures pertaining to the maintenance and repair of gasoline and diesel powered motorized equipment;
- Legal mandates, policies, regulations and guidelines of a comprehensive pupil transportation and safety program;
- Practices, methods, procedures and techniques of organization, supervision, and the evaluation of personnel performance;
- Safe working methods and procedures.

Ability to:

- Effectively and efficiently organize, coordinate and supervise pupil transportation and mechanical service maintenance and repair functions and activities;
- Prepare accurate cost analyses pertaining to major equipment maintenance and repair projects;
- Interpret and work from technical manuals, drawings, schematics and diagrams;
- 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 are 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:

- Four years of experience in a pupil transportation and mechanical service program, including two years in a supervisory capacity.

Education:

- Completion of the twelfth grade, supplemented by advanced training or coursework in the organization and supervision of transportation and mechanical service programs.

License and Certificate Requirement

- Meet/maintain the requirements for a valid California School Bus Driver's Certificate, with acceptable restrictions, with first aid training and DMV Medical Examiner's Certificate. Acceptable restrictions are "automatic transmission only" and "first aid test waived, must comply with 12522(c) of the Vehicle Code" by the end of the 10th month of the probationary period.
- Possess an appropriate, valid commercial driver's license by the end of the 10th month of the probationary period.

Condition of Employment

- Insurability by the District's liability insurance carrier.

PC - September 1997, July 2011