



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

TRANSPORTATION SUPERVISOR

JOB SUMMARY

This position, under general direction, has supervisory responsibility for Bus Drivers and Trainers. This position involves the managing and supervision of assigned personnel to assure service requirements are met on a daily basis. These staff members may work at multiple sites and on varied shifts.

ESSENTIAL FUNCTIONS

- Assure drivers are dispatched safely and economically according to predetermined schedules;
- Plans, processes, prioritizes and schedules to the appropriate personnel to ensure continual and efficient operations;
- Promotes team involvement and participation in achieving departmental goals and objectives;
- Supervise the activity of bus drivers;
- Answers questions, researches laws and makes appropriate recommendations;
- Ensures that in-service training, safety training and proper safety practices are followed;
- Provides input or performs evaluation of assigned staff;
- Assures driver hours and service expectations are adhered to;
- Analyzes the efficiencies of transportation office operations and route coverage and recommends course of action;
- Reviews accident/incident reports and problems associated with assigned bus drivers;
- Adjust routes and schedules as required and in emergency situations to facilitate the transporting of students safely;
- Conducts safety trainings with assigned staff;
- Compiles, composes and gathers statistical and other reports;
- May supervise instructors and delegated behind the wheel trainers;
- Serve as a liaison between administration, school staff and the public;
- Attends and/or coordinates meetings as required;
- Addresses the daily concerns of bus drivers and office staff;
- Prepares memorandums and correspondents in a professional manner;
- Other supervision duties as assigned.
- Assure regulatory compliance and efficient operations are achieved for the terminals the Department operates.

KNOWLEDGE OF

- Extensive and thorough knowledge of departmental software;
- Principles of administration, supervision, management, training, safety and security;
- Ability to work cooperatively;
- Policies, laws, rules and regulations related student transportation;
- Bargaining Unit Contract;
- Principles and practices of providing leadership to others;
- Communicate effectively;
- Transportation software applications;

- Organization skills and data collection processes;
- Provide leadership and positively encourage assigned staff to perform at a high level;
- Knowledge of methods, practices and equipment related to school transportation;
- State, local and federal laws, rules and regulations related to the school bus industry.

ABILITY TO

- Quickly analyze situations accurately and take make appropriate decisions;
- Prioritize daily responsibilities, duties and tasks;
- Demonstrate skill in planning, supervising and evaluating the work performance of others;
- Effectively communicate verbally and in writing;
- Plan and organize work to meet schedules and time lines;
- Establish and meet schedules and time lines;
- Work independently and make autonomous decisions,
- Organize tasks, meet deadlines, set priorities and monitor progress;
- Work with minimal supervision;
- Train supervise and evaluate the work of a large workforce;
- Recommend, interpret, and explain rules, regulations, policies and procedures;
- Conduct these duties at multiple terminal locations if assigned to assure regulatory compliance and efficient operations. In the event direction is given to oversee two or more terminal locations, a \$500 per month District stipend will be provided. If at any time this direction is rescinded the stipend will be removed effective immediately.

EDUCATION AND EXPERIENCE

Minimum high school diploma or equivalent. Experience in the school transportation arena or education of a related field.

REQUIRED LICENSES

- Possession of a valid and appropriate (Class B) California Driver's License with a P and S endorsement;
- Have an acceptable driving record and qualify for insurability by the District's insurance carrier;
- Possession of a California Special School Bus Driver's Certificate issued by the CHP;
- Possession of a School Bus Driver Instructor's Certificate issued from the California Department of Education with no restrictions;
- Possession of a basic Red Cross First Aid Certificate or equivalent.

HEALTH/PHYSICAL ABILITIES

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

PHYSICAL DEMANDS

Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 25 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

WORKING CONDITIONS

Work outdoors and indoors, incl. bus. Exposure to: seasonal outdoor temperatures 38°-110°, dust, wind and sun, traffic and fuel odors; driving to various district sites.

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

EMPLOYMENT STATUS: Classified Management Position.

March 2016