

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Transportation Operations Supervisor	<b>REPORTS TO:</b>	Director
<b>DEPARTMENT:</b>	Transportation	<b>CLASSIFICATION:</b>	Supervisory
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	S-53/Supervisory Salary Schedule

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**BASIC FUNCTION:**

Plan, organize, coordinate and direct the timely and efficient routing, scheduling, and daily transportation services and operations of the department; prioritize, schedule and assign daily routes to bus drivers to provide timely delivery of high quality services; ensure compliance with time schedules and related laws, rules and regulations of student transportation to provide a safe and orderly learning and working environment; train, supervise, evaluate the performance and provide clear expectations of assigned staff.

**REPRESENTATIVE DUTIES:** (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, coordinate and direct the routing, scheduling, and daily transportation services and operations of the department; ensure compliance with time schedules and related laws, rules and regulations of student transportation to provide a safe and orderly learning and working environment. *E*

Communicate in a timely and professional manner with families, District personnel and California Highway Patrol to provide information, coordinate activities and resolve issues, concerns or questions regarding student transportation; confer with District personnel regarding transportation needs. *E*

Develop, maintain and modify District bus routes as required to ensure timely delivery of high quality services. *E*

Train, supervise, evaluate the performance and provide clear expectations of assigned staff; process personnel records; make recommendations concerning staffing; interview, hire, terminate and discipline assigned staff according to District policies and procedures. *E*

Actively participate in department operations as required; provide assistance to behind-the-wheel and classroom driver training programs; drive a school bus and provide assistance with dispatching activities. *E*

Develop, compile and maintain a variety of accurate and timely bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of the bus driver certificate. *E*

Prepare and maintain a variety of accurate and timely records and reports related to personnel, schedules, and others as required; submit to appropriate personnel and departments as necessary. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years experience in student transportation including at least one year scheduling routes.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B P-S driver's license with zero restrictions; Valid School Bus Driver's Certificate issued by the California Highway Patrol with zero restrictions; valid California medical certificate; State Department of Educator Driver Instructor Certificate.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Local topography and road conditions.

Current provisions of the California Motor Vehicle Code, Title XIII, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.

Methods, procedures and techniques related to a large pupil transportation operation.

Safe driving practices and methods to ensure the safety of students, staff and community.

Principles and practices of supervision, training and providing work direction.

Operation of a computer and data entry techniques.

Current health and safety regulations related to student transportation.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Accurate record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Analyze and comprehend transportation planning activities and requirements.

Plan, develop and implement effective and efficient bus driver bus routes, schedules, training and safety programs.

Analyze situations accurately and timely and adopt effective courses of action.

Maintain accurate and timely records and be able to prepare complete and comprehensive reports.

Train, supervise, evaluate and provide clear expectations to assigned personnel.

Learn department and program objectives and goals.

Operate a computer to enter data, maintain records and generate reports.

Plan and organize work to meet schedules and time lines.

Communicate, understand and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Learn new or updated computer systems/programs or skills to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Assist in sustaining and monitoring the financial viability of the district.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment; subject to driving a school bus in various road and weather and traffic conditions to conduct work; exhaust fumes.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity of hands and fingers to operate a computer terminal; bending at the waist; hearing and speaking to exchange information and provide training; seeing to read bus driver records.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*