

## VISTA UNIFIED SCHOOL DISTRICT

### TRANSPORTATION OPERATIONS SUPERVISOR

#### **Purpose Statement**

The purpose of a Transportation Operations Supervisor is to supervise the student transportation services and activities; ensure transportation services are provided in an efficient and cost effective manner; oversee assigned personnel; provide information to others; schedule work assignments within established timeframes and standards.

This job reports to the Director of Transportation.

#### **Essential Functions**

- Assesses incidents, complaints, and/or accidents for the purpose of resolving or recommending a resolution.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties (e.g., students, parents, staff, charter bus vendors, etc.) for the purpose of conveying and/or gathering information, determining and monitoring the appropriate course of action, implementing and maintaining services and/or programs, and ensuring compliance with established guidelines.
- Communicates with administrators, staff, and outside organizations for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Conducts classroom and behind the wheel school bus driver certificate renewal training programs for the purpose of presenting, reinforcing, and/or developing bus driver skills.
- Coordinates day to day activities for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Drives school buses of varying sizes and complexity for the purpose of transporting passengers over scheduled routes to and from school and/or special excursions in a safe and timely manner.
- Implements assigned activities and/or projects for the purpose of delivering services in compliance with regulatory requirements and established guidelines.
- Inspects vehicles and documentation for the purpose of ensuring work quality, performance, and production, and assuring that staff performance is meeting established standards and expectations.
- Maintains a variety of manual and electronic documents, files, and records (e.g., incident reports, inspection documentation and reports, driver license expiration records, training records, etc.) for the purpose of providing an up to date reference and audit trail.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Plans and reviews bus routes and schedules for the purpose of dispatching drivers and equipment required for transportation of students on regular and special schedules.
- Prepares a variety of manual and electronic documents, files, and records (e.g., reports, memos, letters, procedures, manuals, plans, budgets, analyses, etc.) for the purpose of documenting activities, meeting compliance requirements, providing written reference, making presentations, and/or conveying information.

- Recommends policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a variety of topics for the purpose of developing and planning best practices, programs, and services, ensuring compliance with relevant requirements, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools, equipment, and materials used in the custodial trade;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- local streets and locations;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;
- modern office practices;
- operating standard office equipment including utilizing pertinent software applications;
- personnel practices;
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working under time constraints;
- working with detailed information/data;
- working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and five years of responsible experience in a transportation operation.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

**Certificates and Licenses**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Valid California Class A or B commercial Driver License with passenger and air brake endorsement.

School Bus Driver California Special Driver - School Bus Certificate issued by the Department of Motor Vehicles.

Valid DMV Medical Certificate (Forms MCSA-5875 and 5876).

Valid First Aid/CPR Certification.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

Revised: 08/20/2019

**Salary Grade**

Classified Supervisory, Range 60