

MT. DIABLO UNIFIED SCHOOL DISTRICT

TRANSPORTATION OPERATIONS SUPERVISOR: SPECIAL EDUCATION

SUMMARY

Under the direction of the Director of Transportation, organize and coordinate special education student transportation routing and scheduling; provide same support for regular education student transportation routing as needed; train, supervise and evaluate the performance of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee processing of requests for special education students transportation to and from sites and assigning of students to bus stops; as needed participate in the updating and maintaining of special education routes. May participate in the updating and maintaining of regular education routes as needed.

Coordinate with site administrators regarding changes in site transportation needs.

Coordinate toddler transportation activities; receive information related to infant transportation needs such as car seats, safety vests and others as necessary.

Conduct studies of traffic conditions, pupil load and distribution; make adjustments as necessary.

Assist with interviewing activities and disciplinary actions for new and current bus drivers according to established procedures.

Communicate with District personnel, parents and the public regarding the student transportation system; provide information, respond to complaints and resolve issues; may include review of bus video.

Oversee driver bid process.

Prepare and maintain a variety of records including daily attendance, bus activity trip data, driver route assignment and other related information; operate a computer terminal and printer.

Assist drivers in completing injury and accident reports.

Assist bus drivers in maintaining orderly school bus environment; assure discipline is implemented as necessary.

Investigate accidents according to established procedures; compile related information and present to Accident Review Committee as required.

Backup to Transportation Operations Supervisor, Safety and Training in updating and maintaining the DMV Pull Notice Program according to State reporting requirements; also backup in reviewing pull notices from DMV for drivers of District vehicles; adding and deleting new or former District employees.

Perform dispatching and routing activities as assigned.

Operate a school bus on routes or activity trip when needed.

Perform related duties as assigned.

KNOWLEDGE OF:

California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students.

Principles of bus driver training, safe driving practices.

Principles of efficient and economical bus routing techniques and scheduling of employees.

Rules and regulations affecting School District Transportation Department.

Geographic and topographic characteristics of community served by the District.

Computerized routine systems and their applications.

Principles of dispatching and scheduling of school buses.

Principles and practices of supervision and training.

Recordkeeping techniques.

ABILITY TO:

Coordinate and implement an efficient student transportation system.

Dispatch and schedule bus drivers.

Maintain records and prepare written and oral reports.

Work with the public concerning scheduling of school bus routes.

Develop and schedule efficient bus route systems.

Enter and retrieve applicable bus transportation data using a computer.

Plan, organize, evaluate and supervise the work of subordinates.

Make arithmetic computations with speed and accuracy.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Operate a computer terminal and printer.

Minimum Qualifications:

Any combination of education and experience equivalent to: high school diploma and college-level course work in transportation, supervision or related field and four years of responsible experience in a transportation operation.

Other Necessary Requirements:

California Class B driver's license with passenger endorsement.

California School Bus Driver's Certificate.

Valid Medical Certificate.

ENVIRONMENT:

Office environment.

Light background noise.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read bus schedules.