

MT. DIABLO UNIFIED SCHOOL DISTRICT

TRANSPORTATION OPERATIONS SUPERVISOR

SUMMARY

Under the direction of the Director of Transportation, plan, organize and supervise the scheduling and routing of school buses; train, supervise and evaluate the performance of assigned staff.

Plan and coordinate the scheduling and routing of regular bus and special education transportation programs; conduct studies of traffic conditions, pupil load and distribution; make adjustments as necessary.

Plan bus routes and scheduling; assign drivers to routes and buses; coordinate with site administrators regarding changes in site transportation needs.

Train, supervise and evaluate the performance of assigned staff; maintain drivers' time sheets.

Arrange for and schedule substitute bus drivers.

Communicate with District personnel, parents and the public regarding the student transportation system; provide information, respond to complaints and resolve issues.

Prepare and maintain a variety of records including average daily attendance, bus 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.

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.

Record-keeping 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: college-level course work in transportation, supervision or related field and four years of responsible experience in a transportation operation.

Other Necessary Requirements:

A valid and appropriate California Class B license with passenger endorsement and a California School Bus Driver's Certificate is desirable
A valid California Class C license is required.

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.

Salary Schedule: DMA 4