

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - TRANSPORTATION SERVICES

BASIC FUNCTION:

Under the direction of the Director III-General Services, organize and direct the activities and operations of the Transportation Department; schedule and coordinate Special Education pupil transportation to and from schools, group and State homes; assure proper maintenance and repair of buses; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations and activities of the Transportation Department; determine appropriate vehicles to serve students with specialized needs and schedule Special Education pupil transportation to and from schools, group and State homes; participate in the development and implementation of departmental policies and procedures.

Assure compliance with applicable laws, rules and regulations regarding student transportation.

Maintain records and documentation required by State and/or federal law and prepare appropriate reports related to transportation activities and personnel.

Schedule and assign repairs on school buses, assure proper inspection of school buses.

Develop bus routes and make changes in routes to meet changing pupil demographics; follow up on maintenance status of buses and make appropriate vehicle changes to reflect immediate needs.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; dispatch drivers to replace absentee employees and adjust bus routes to ensure safe students transportation; assign and schedule field trips and other special trips.

Maintain a continuous program of personnel training including classroom work and behind the wheel training; instructs new and continuing bus drivers in laws, driving techniques, and exceptional student control procedures; and maintains training records for drivers, as required by law; schedule driver testing with Highway Patrol.

Develop safety standards and conduct spot safety inspections on buses and drivers; respond to emergency situations, including accidents, break-downs or other school bus incidents.

Investigate complaints regarding driver performance and recommend disciplinary/corrective action to appropriate administrator.

Communicate with school personnel and parents concerning student-related issues, such as medical and behavioral problems and changes in drop-off points; visit school and home sites to coordinate loading and unloading procedures and to ensure safe parking and drop-off points.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a school bus as necessary.

Attend a variety of meetings as assigned; attends staff meetings, training sessions and bus advisory committee meetings

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Safe driving practices.

Principles and practices of supervision and training.

Record-keeping techniques.

Principles of efficient bus routing techniques and scheduling of employees.

Bus driver training techniques and procedures.

Supervision techniques and evaluation procedures.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Understand the specialized needs of special education student populations.

Plan, organize, coordinate and schedule pupil transportation to and from schools.

Assure proper maintenance and repair of buses.

Develop and schedule efficient bus route systems.

Train and evaluate the performance of assigned staff.

Work independently with little direction.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Interpret, explain and follow rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of job-related experience with demonstrated competence including at least one year as a lead bus driver or similar capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Special Bus Driver's Certificate.
Possession of a valid California Bus Driver Instructor Certificate.

WORKING CONDITIONS:

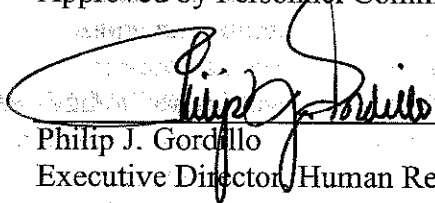
ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date