

## STOCKTON UNIFIED SCHOOL DISTRICT

### DISPATCH & ROUTE TRANSPORTATION OPERATIONS SUPERVISOR

#### DEFINITION

Responsible for gathering operations data (route efficacy, DOT compliance, and vehicle data). Provides written reports on data collected. This position assists in developing, implementing, maintaining policies and Standard Operating Procedures (SOP). Assists in supporting the training staff between shift changes to prevent delays in required actions and/or to improve programs or services; recommends, and implements alternative approaches, improvements, or changes; serves as Transit liaison for both internal and external stakeholders in the absence of the Director; assists in the implementation of the department goals, objectives, policies, and priorities. Plan, schedule and dispatch pupil transportation services; supervise bus operators and operations specialist; provide administrative assistance in safety, operations and personnel matters in transportation services; and perform related duties as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Receive general directions from the Director of Transportation, and exercises general supervision over office personnel, bus drivers, bus attendants, instructors, and specialist.

**EXAMPLES OF DUTIES – (incumbents 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 ability associated with this classification, but is intended to accurately reflect the principle job elements.)**

Works collaboratively with department management to plan for home to school transportation services; works in designing routes and schedules; performs mileage checks; determines shortest, safest route and appropriate locations for pickups; modifies schedules as appropriate; plan fall and summer routes and schedules. *E*

Approves dispatching of school bus drivers and radio contact with buses. Provides assistance to drivers on a variety of matters including route and route changes, student discipline, bus passes and parent contacts. *E*

Works with Vehicle Maintenance Supervisor to ensure buses are in safe operating condition and regularly served and inspected *E*

Confer with administrative personnel, drivers, site personnel, and the public on transportation services and problems. *E*

Reviews requests and coordinates special bus trips and/or field trips for proper authorization and to assure requirements are met *E*

Manages the DMV Pull Notice program *E*

Serves as substitute school bus driver, as needed *E*

Assists District Administrative staff in resolving grievances or contract disputes *E*

Conduct and may serve as a reviewer for evaluation of staff members. *E*

Participates in negotiations as requested *E*

Assists with developing work schedules and assignments based on contract bidding procedures; post routes and oversees bidding process *E*

Assist school sites in the development of bell schedules *E*

Provide administrative assistance in personnel safety, investigate accidents; may take pictures and gather information; maintains work performance and safety standards for assigned drivers; public relations and other operational concerns. *E*

May be required to work a flexible schedule up to and including swing shift/overlap with AM supervisor *E*

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Transportation needs and operational concerns in a large school district
- State and district policies and regulations governing bus operations
- Principles and techniques of effective supervision
- Scheduling and route planning techniques
- Record keeping and reporting systems
- Operation of a computer and assigned software
- Personnel rules and procedures of the District

### Ability to:

- Effectively schedule and dispatch operations in a large transportation system
- Oversee the work of others
- Keep record accurately and neatly
- Respond to emergency and problem situations; react effectively
- Establish and maintain effective working relationships with others; interact courteously and effectively with the public

- Operate a bus safely
- Work independently with little direction
- Physical capability sufficient to perform job tasks

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and:

- Two (2) years of full-time experience in route planning, scheduling and fleet operations
- One (1) year of supervisor experience or completion of an accredited course in supervision

License and Certificates:

- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- A valid California Class B Commercial Driver's License with "P" Passenger Endorsement; valid medical examination card; valid California Special Driver Certificate with "S" School Bus Endorsement

Salary Placement:

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 33

12-month work year

Board approval: 2/8/2022