

STOCKTON UNIFIED SCHOOL DISTRICT

TRANSPORTATION OPERATIONS SUPERVISOR

DEFINITION

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 bus operators, instructors and operations 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.)

Conduct annual planning for home to school transportation services; assist the Director of Transportation 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*

Oversee dispatching of bus operators and radio contact with buses. Provide daily guidance and assistance to drivers on a variety of matters including route and route changes, student discipline, bus passes and parent contacts. *E*

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

Oversee bus operators, instructors and operations specialist; assume responsibility for a variety of personnel actions including participation in the selection, training, supervision, and evaluation of staff members. *E*

Prepares work schedules and assignments based on contract bidding procedures; posts routes and oversees bidding process; schedules drivers for extra duties based on contract requirements. *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*

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
- 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
- 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

Salary Placement:

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 33

12-month work year

Board approval: 10/14/14