



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Transportation Supervisor
Revised 9/12

DEFINITION

Under the supervision of the Director of Facilities, organizes and coordinates the activities of the transportation department; supervises all transportation staff; manages department budgets; and other related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Supervise and evaluate all transportation systems of the District. E
- Create, implement, and revise an annual budget for transportation department expenditures. E
- Prepare long-range budget planning for equipment replacement (also shops and sells excess surplus)
- Adhere to District policies regarding purchasing procedures. E
- Provide long-range planning for transportation department. E
- Participate in the development of time and cost estimates for major vehicle repairs. E
- Determine the appropriateness of vehicle service requests and authorize work to be completed. E
- Oversee purchases of repair parts and department supplies. E
- Establish standards of maintenance and preventative maintenance for district vehicles. E
- Maintain all necessary maintenance records for district vehicles. E
- Ensure that standards consistent with all applicable laws and regulations are maintained. E
- Manage compliance of all safety regulations governing pupil transportation. E
- Inspect all district vehicles on a regular basis to determine that high standards of cleanliness, safety, and security are maintained. E
- Recruit, train, and supervise all bus drivers. E
- Make fog calls and contact corresponding agencies, as appropriate. E
- Provide bus driver training to all bus drivers, in-service, renewal, and original training. E
- Maintain driver's records, schedule DOT physicals, and renewal appointments. E
- Check driver logs and mileage sheets, also maintain end of the year mileage reports.
- Supervise the work of the bus mechanic, automobile mechanic, vehicle service technician, transportation dispatcher, and other transportation personnel as assigned. E
- Provide in-service training programs for assigned personnel. E
- Schedule, allot time, and assign driver personnel for all student transportation within the district. E
- Design and periodically revise bus schedules and routes according to fluctuations in the number of passengers. E
- Maintain transportation records and prepares reports. E
- Responsible for the submission of grant applications and compliance reports. E
- Responsible for managing all required inspections and reporting functions including, but not limited to, CHP motor carrier inspections, monthly underground storage tank (UST) inspections and government fleet smog check program. E
- Respond to and investigate accidents involving district vehicles. E
- Respond to and investigate complaints regarding district vehicles and student transportation. E
- Schedule and organize rental vehicles and charter busses in support of district activities. E
- Investigate and effectively resolve employee conduct problems in the work place. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Five years of successful experience in the transportation field

Three years experience as a supervisor

Equivalent education or experience may be substituted for the requirements listed above

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California Driver's License (Class C)

Obtain and maintain a Valid School Bus Instructor Certificate

Required to obtain a valid California school bus driver's license within first year of employment

KNOWLEDGE AND ABILITIES

Knowledge of

- Practices of operating a school district's transportation system and fleet vehicles.
- Equipment and methods used to maintain vehicles and powered equipment.
- Laws and rules pertaining to the transportation of children and the maintenance of transportation vehicles.
- Safety practices and procedures applicable to transportation of children and use of motor vehicles.
- Computer software including email, word processing, spreadsheets, and databases.
- Effective communication techniques using tact and professionalism.

Ability to

1. Coordinate and supervise the work of others and to develop and maintain cooperative working relations with those contacted in the course of the work.
2. Carry out written and oral instructions.
3. Read and interpret transportation policies.
4. Prepare and present oral and written reports.
5. Assist and provide direction to the employees as it relates to personnel issues and concerns.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment.
- May require driving a vehicle.

Physical Demands

- Continuous hand-eye coordination, use of hands and fingers and manipulation of large and small objects.
- Frequent lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Occasional bending, reaching, and stretching overhead, above shoulders, and horizontally.
- Occasional pushing, pulling, dragging, kneeling, crouching and squatting.
- Rare instances of climbing and balancing.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances.