



Fremont Unified School District
Classified Management Job Description
Supervisor, Transportation

Definition:

The Supervisor, Transportation reports to the Director, Transportation. Under general direction, assists in the supervision of the District's Transportation Services staff, instructs and trains existing and new personnel, assists in scheduling work functions, may assume the responsibilities of the Director, Transportation in their absence, and performs other duties as required.

Essential Duties and Responsibilities:

- Ensures work assignments and standards are maintained at acceptable levels.
- Prepares and maintains transportation operation and cost statistics.
- Confers with school administrators, parents, and other interested parties relating to student transportation problems.
- Prepares and submits written reports as required.
- Assists in the selection of personnel.
- Prepares budget estimates for departmental operations.
- Assists in the determination of replacement requirements for equipment and disposal of obsolete equipment.
- Monitors all phases of daily operations of bus fleet, directs and coordinates the maintenance of schedules, reporting of hazardous conditions and emergencies.
- Directs activities related to dispatching, routing and tracking District fleets.
- Promotes safe work activities by conducting safety audits, and attending appropriate safety meetings.
- In the absence of the Director, monitors spending to ensure that expenses are consistent with approved budgets.
- In the absence of the Director, directs activities of staff performing repairs and maintenance to equipment and vehicles.
- Conducts investigations in cooperation with appropriate agencies to determine causes of accidents and ways to improve safety procedures.
- Conducts employee training sessions on duties and responsibilities related to transportation.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Successful experience in:

- Principles of supervision and training.
- Methods and techniques employed in the maintenance and repair of vehicles.

- Practices of operating school transportation systems.
- Provisions of the California Motor Vehicle Code, Education Code applicable to transportation systems. Principles and practices of effective supervision and training.
- Federal and State laws, regulations and best practices governing the transportation of students with special needs who have transportation identified in their IEP.

Ability to:

- Effectively supervise and train subordinates.
- Assist in the operation of pupil transportation system.
- Plan, organize, evaluate and supervise employees.
- Maintain accurate records.
- Coordinate schedules and assignment.
- Prepare time, cost and material estimates.
- Establish and maintain cooperative working relationships with those contacted in the course of work. Communicate effectively, orally and in writing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the incumbent is frequently required to stand; walk; crawl; crouch; kneel; sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the incumbent regularly works in indoor and outdoor environmental conditions. The employee will be required to travel to various facilities within the District. The employee frequently works with a video display terminal for prolonged periods. The employee may be required to attend evening meetings, travel, and work evenings or weekends. The noise level in the work environment is usually quiet. Individual is subject to frequent interruptions.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Required: Equivalent to the completion of high school.

Desirable: Post-secondary courses in supervision, management, or related field.

Experience:

Required: A minimum of one year experience of increasing responsibility in the management of a Local Education Agency (LEA) owned pupil transportation service.

Licenses and Certificates:

Possession of a Class A California driver’s license with an air brake and passenger endorsement with no Restrictions [restriction 1 is acceptable].California Highway Patrol School Bus Driver’s Certificate. Must possess or within the first 12 months of employment enroll in training leading to a California School Bus Instructor Certificate.

Possession of a valid California Drivers California driver ’s license with no restrictions which would preclude driving on the job is a continuous requirement.

Proof of US work authorization

Working Environment:

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting up to 40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing: Pre-Employment Proficiency Test may be required.

Clearances: Criminal Background Clearance

<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Exempt	N: 12/12 R: 3/15	Range 9

Job Descriptions are intended to present a descriptive list of duties performed by employees in the position and are not intended to reflect all duties performed on the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment, visit the FUSD website:

<http://www.fremont.k12.ca.us/domain/19>