

CAJON VALLEY UNION SCHOOL DISTRICT
Personnel Commission

CLASS TITLE: TRANSPORTATION SAFETY AND TRAINING SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Transportation, plan, organize, develop and implement mandated driver safety and training program and activities; oversee, coordinate and supervise student transportation routing, scheduling and dispatching of home-to-school and special education bus routes, field trips and extracurricular events; prepare and maintain accurate records related to vehicles and drivers; assign and review the work of drivers; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, develop, and implement mandated driver safety and training program and activities, conduct safety in-service and classroom workshops, and instruction of drivers for original and renewal licensing.

Oversee, coordinate and supervise student transportation routing, scheduling and dispatching of home-to-school and special education bus routes, field trips and extracurricular events; prepare and assign work schedules, bus routes and arrange for, and schedule, substitute drivers; initiate and develop programs for proper coordination and utilization of equipment and personnel.

Train, supervise and evaluate the performance of assigned staff; recruit, interview and assist in the selection of employees and recommend transfers, reassignment, termination and disciplinary actions; assist drivers in completing injury and accident reports.

Support drivers in maintaining a safe and orderly school bus environment; assure student discipline is implemented, as necessary.

View videos and GPS, upon request for complaints, accidents and investigations, when necessary.

Conduct studies of traffic conditions, pupil load and distribution and make adjustments as necessary;

Maintain accurate records and prepare a variety of reports related to vehicles and drivers, average daily attendance, pupil counts, bus trip data, driver route assignment and other related information, as assigned.

Communicate with administrators and teachers to resolve issues or concerns, as needed; respond to and resolve parent complaints; work collaboratively with fleet maintenance staff to resolve vehicle operation and safety issues.

Make field decisions and recommendations regarding adverse weather, road, bus stop conditions and student safety issues; supervise, coordinate and evaluate the bus evacuation safety program.

Assist the Director in the development of policies, regulations and department procedures.

Attend meetings and participate in training workshops, conferences, and a variety of professional growth activities, as required.

Operate a computer and assigned software.

OTHER DUTIES:

Perform the duties of the Transportation Operations Supervisor or Transportation Director in the absence of staff as assigned.

Operate a school bus or other district vehicle to transport students on a limited or emergency basis as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable traffic and pupil transportation laws, codes and regulations.

Principles and practices of supervision, training, coordination, scheduling and dispatch of a large pupil transportation program.

Proper operation of school buses.

Safe and defensive driving practices.

Federal motor vehicle safety standards.

Record-keeping techniques.

Principles of public speaking.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic CPR/First Aid.

Operation of a computer and assigned software.

ABILITY TO:

Schedule, coordinate and supervise the dispatch of vehicles for bus routes, field trips and extracurricular events.

Interpret, explain and apply policies and procedures related to pupil transportation and student discipline.

Train, supervise and evaluate assigned personnel.

Conduct classes for bus drivers for original and renewal licensing.

Conduct field evaluations of driver proficiency.

Prepare and maintain accurate records related to vehicles and drivers.

Drive a school bus safely and efficiently.

Maintain safe discipline level among passengers.

Estimate and requisition supplies and equipment.

Observe legal and defensive driving practices.

Read and interpret maps.

Meet schedules and timelines.

Work independently with little direction.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships.

Establish and maintain cooperative and effective working relationships with others.

Administer CPR/first aid to ill or injured children.

Operate a variety of office equipment, including computer, assigned software and two-way radio.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent and five years' bus driving experience, including experience in dispatching, scheduling, driver safety and training, transportation or fleet operations work and working in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license with appropriate passenger and air brake endorsements.
Valid California Special Driver Certificate School Bus.
Ability to qualify and maintain qualification for District vehicle insurance coverage.
Valid Medical Examiner's Certificate.
Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Online certificates are not accepted.
California Bus Driver Instructor Certification or acceptance to the Californian Department of Education within six (6) months of employment and successfully pass the course within and appropriate time limit as determined by the Director.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.
Evening and/or variable hours.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders or horizontally.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect and wash buses.
Seeing to monitor passengers and operate a vehicle.
Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen