

DESERT SANDS UNIFIED SCHOOL DISTRICT
Classified Personnel Services

Classification: **TRANSPORTATION OPERATIONS SUPERVISOR**

Salary Range: 23

Employment Category: **Management/Supervisory**

FLSA Designation: Exempt

Job Summary:

Under the direction of the Transportation Manager, supervises the daily operation of the District transportation programs to provide safe bus service to students; to include providing operations supervision and direction to drivers and dispatchers, in the daily coordination of regular education, special education, and field trip services; ensuring fiscal accountability and cost effectiveness, and compliance with Federal, State, Local and District requirements.

Essential Job Functions:

- **Acquires** and maintains educational resources for the purpose of ensuring compliance with current rules and regulations.
- **Communicates** guides and directs internally and externally for the purpose of providing District special programs transportation information on policies, procedure, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Provides** daily guidance and assistance to drivers on a variety of matters including route and route changes, student discipline and parent contacts.
- **Provides** leadership to the Transportation department on day-to-day operations. Monitors daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines.
- **Supervises** and oversees special program operational functions to ensure compliance with Federal, State, Local and District guidelines, policies and procedures. Serves in the absence of the Transportation Manager.
- **Reviews** and evaluates documents and records (e.g. accident reports, transportation records, driver's records and logs, etc.) for the purpose of ensuring compliance with Federal, State, Local and District guidelines.
- **Supervises** and evaluates the performance of assigned staff, interviews and selects employees, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures for work schedules and prioritizing.

Other Job Functions:

- **Attends** various meetings and conferences for the purpose of providing and gathering information.
- **Assists** other transportation personnel as may be required for the purpose of supporting them in the completion of their work assignments.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects, operate standard office equipment including use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, performs math calculations. Skills to operate school buses and vans in a safe manner, evaluate schedules and meet deadlines, plan and organize activities. Knowledge of vehicle operation, basic maintenance requirements and driving codes, training requirements. Ability to work independently, make common sense decisions in potentially critical situations.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of this classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work both inside and outside with direct contact with the public and other District staff, without guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time.

Education and Training required:

- Associates of Arts Degree in Public Administration, Business Management or related field and four (4) years of increasingly responsible experience in transportation management which included two (2) years of supervisory experience; OR, six (6) years of increasingly responsible experience in transportation management which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Drug Testing Clearance.
 - Tuberculosis clearance.
 - Valid California driver's license.
 - Must possess or have the ability to obtain CPR and First Aid certification with thirty (30) days after initiation of employment.