

**Enterprise School District
Job Description**

Job Title: Supervisor of Transportation
Department: Business Services
Reports To: Assistant Superintendent – Business Services
Range: Range A - Classified Manager Schedule
Prepared By: Administrative Assistant, Human Resources
Prepared Date: August 24, 2001
Approved By: Board of Education
Approved Date:

SUMMARY

Under the direction of the Assistant Superintendent - Business Services, supervises the operation of the transportation department in the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ensures that the school district's rules and regulations regarding pupil transportation are being followed by all transportation personnel;
- Maintains all bus routes and schedules in an efficient manner updating as needed;
- Distributes bus schedules and updates to appropriate school sites;
- Monitors each bus route to ensure that transportation is provided according to the published schedule;
- Advises administration on matters involving pupil transportation;
- Maintains a working knowledge of legislation and pending regulations affecting student transportation;
- Schedules state mandated drug and alcohol testing for bus drivers;
- Maintains accurate records and timelines for annual CHP Carrier Inspection;
- Maintains a continuous program of driver training;
- Maintains records of all bus expenses and processes purchase orders;
- Maintains records of repair for Highway Patrol;
- Maintains records of driver eligibility to ensure timely renewals;
- Receives and approves/denies field trip/activity requests in a timely manner and assigns drivers for same;
- Prepares and files miscellaneous reports as necessary including home to school, diesel, other than home to school, etc in a timely manner;
- Assists in discipline problems on all buses;
- Handles calls from parents or staff regarding bus service;
- Works closely with District Office and school sites in determining appropriate stops for students;
- Supervises all drivers in a manner which builds teamwork and morale;
- Maintains own route as driver estimated at approximately 40% of the day;
- Performs other duties which reasonably relate to the above.

QUALIFICATIONS

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

SUPERVISORY RESPONSIBILITIES –

Supervises 4 permanent bus drivers and substitute bus drivers.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED);
- At least five years experience driving a school bus at the K-8 level;
- Demonstrates ability to drive a school bus safely and efficiently;
- Ability to follow written and oral instructions;
- Ability to supervise others in an efficient and effective manner to build high group morale;
- Knowledge of CHP School Bus Driver Handbook.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Motor Vehicle Class 2 driver's license; valid school bus driver's certificate, valid First Aid and CPR cards or qualification by California Highway Patrol examination.

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 job, the employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

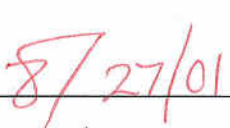
WORK ENVIRONMENT

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 employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.



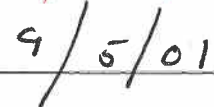
Director of Human Resources



Date



Board Approval (Clerk)



Date