



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>TRANSPORTATION OPERATIONS SUPERVISOR</u></b>			
<b>DEPARTMENT/SITE:</b>	Transportation Department	<b>SALARY SCHEDULE:</b>	Supervisors'
		<b>SALARY RANGE:</b>	06
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Transportation or assigned designee	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

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. The incumbents in this classification assist in providing students with safe, reliable, friendly, and professional transportation to and from school which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Schedule, coordinate, and dispatch buses for bus routes, field trips, and extracurricular events; prepare and assign work schedules; prepare bus routes and schedules; arrange for and schedule substitute bus drivers; initiate and develop programs for proper coordination and utilization of equipment and personnel.

Prepare and maintain accurate records related to vehicles and drivers; arrange for and schedule substitute bus drivers; ensure proper licenses for subs and drivers and maintain accurate records of expiration dates.

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; supervise, coordinate, develop, evaluate, and schedule the school bus driver training program; participate in the instruction of drivers for original and renewal licensing.

Assist the administrator in planning, developing, supervising, and coordinating safety in-service and classroom workshops; assist bus drivers in maintaining an orderly school bus environment and ensure discipline is implemented as necessary.

Conduct studies of traffic conditions, pupil load, and distribution and make adjustments as necessary; maintain and prepare a variety of records and reports including average daily attendance, bus trip data, driver route assignment, and other related information.

Communicate with parents and teachers and resolve issues or concerns as needed; resolve and respond to parent complaints.

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 administrator in the development of policies, regulations, and department procedures.

Operate a computer and assigned software.

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

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Supervising, training, dispatching, scheduling, and coordination of the transportation program.

Proper operation of school buses.

Principles and practices of supervision and training.

Applicable traffic and student transportation laws, codes, and regulations.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

Operation of a computer and assigned software.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

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

Prepare and maintain accurate records related to vehicles and drivers.

Demonstrate attention to detail, follow-through, and proofreading capabilities.

Interview, select, train, supervise, and evaluate the performance of assigned personnel.

Estimate and requisition supplies and equipment.

Drive a school bus safely and efficiently.

Maintain safe discipline level among passengers.

Apply and interpret policies and procedures related to student discipline.

Observe legal and defensive driving practices.

Read and interpret maps.

Administer first aid to ill or injured children.

Communicate effectively with others to exchange information.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Work effectively, both independently and as a member of a team.

Adhere to safety practices.

Demonstrate attention to detail, follow-through, and proofreading capabilities.

Consider a variety of factors when using equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or equivalent and five (5) years of bus

driving experience, including experience in dispatching, scheduling, driver safety, transportation, or fleet operations work and three (3) years working in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California Class B driver's license, with passenger endorsement special certificate, and the ability to 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 First Aid Card is required. Online certificates are not accepted.

Maintain up-to-date certificate in CPR and First Aid.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, school bus, and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Evening or variable hours.

Exposure to fumes, dust, odors, oil/grease, and gases.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time while operating buses.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders, or horizontally to retrieve and store files and supplies.

Reaching, pulling, and pushing to open bus doors and apply braking system.

Bending at the waist, kneeling, or crouching.

Seeing to read and perform primary functions of classification and view computer screens.

The majority of work is light to medium weight, routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds or more with the use of adaptive or other equipment.

**NOTE:**

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing, participation in State of California pull notice, and DOT.

**HAZARDS:**

Traffic hazards.

Exposure to student illness and bodily fluids.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: June 1990; Rev. 7/95; 9/97; 11/05 (added AS@ to Lic),03/15 Reallocated from Range 04 (Ewing)

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025