



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

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

BASIC FUNCTION:

Plan, organize, develop, and implement mandated driver safety and training program and activities; assist with student transportation routing, scheduling, and dispatching of home-to-school and special education bus routes; oversee, coordinate, and supervise 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 incumbent in this classification assists 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.

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

Assist with student transportation routing, scheduling, and dispatching of home-to-school and special education bus routes; oversee, coordinate, and supervise field trips and extracurricular events; assist with 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; ensure student discipline is implemented as necessary; inspect buses for cleanliness.

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.

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.

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

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.

Interpersonal skills using tact, patience, and courtesy.

Basic CPR/First Aid.

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 vehicles for bus routes, field trips, and extracurricular events.

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

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

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

Communicate effectively orally and in writing.
Establish and maintain effective working relationships using tact, patience, and courtesy.
Administer CPR/first aid to ill or injured children.
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 and training, 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.
Possess and maintain a valid California Bus Driver Instructor Certificate or acceptance to the California Department of Education Bus Driver Instructor Certification Course within six (6) months of employment and successfully pass the course within an appropriate time limit as determined by the Director.

WORKING CONDITIONS:

ENVIRONMENT:

Office, 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 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 and/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, and participation in State of California pull notice program.

HAZARDS:

Traffic hazards.

Exposure to student illness and bodily fluids.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: G.B. 09/24/19; P.C. 09/26/19 (New)

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