

Humboldt County Office of Education

TRANSPORTATION SUPERVISOR
Classified Management

Position Summary

Under the general direction of the Director of Special Education, plans, coordinates, and supervises the operations of the pupil transportation and motor vehicle fleet services for the Humboldt County Office of Education.

Examples of Duties and Responsibilities

Develops and coordinates all schedules to transport students between home and school as well as extracurricular activities; plans and implements all maintenance schedules of the buses, as well as the motor pool vehicles; plans, assigns, supervises and evaluates the work of school bus drivers including, but not limited to, the submission of timecards, route scheduling, safety checks, inservice education, staff meetings; assists the Director of Special Education and Business Services staff in budget planning, development, monitoring and reporting; keeps all necessary records including day-to-day maintenance schedules, route reports, CHP and State Department of Education required reports; oversees the scheduling of all pooled and assigned vehicles and meets with department representatives as necessary to maintain proper communications; may be required to participate in I.E.P. meetings regarding pupil transportation; conducts school bus driver education classes in cooperation with the Office of Education and other school districts; provides inservice sessions for the Office of Education staff and district personnel in school bus safety and organization; occasionally when no other driver is present, drive school bus; performs other related duties in order to maintain an efficient transportation system for all vehicles owned and operated by the Humboldt County Office of Education; assist with motor pool and Fleet commander usage; participate in regional and state professional organizations related to school transportation; performs related work as required or assigned.

Employment Standards

Graduation from high school or equivalent level of basic competence and at least 5 years experience in driving a school bus and/or performing bus maintenance. Must possess additional specialized training in the areas of school bus safety, scheduling and operations. Previous lead or supervisory experience is desirable. Must possess, or be eligible to obtain, a valid California Bus Instructions Certificate.

Knowledge of:

- Handicapped conditions and their effect upon transportation needs and services;
- Current laws related to motor vehicle safety and operation;
- Basic mechanical functions of buses and other motor vehicles;
- Principles and practices of effective personnel supervision;
- Basic budget development and cost estimating procedures;
- Accident investigation.

Ability to:

- Work effectively as a member of the leadership team in carrying out the mission of HCOE;

- Plan, organize, direct and motivate the work of others;
- Effectively evaluate the performance of all staff assigned and foster a positive climate within the department;
- Work well with other department and divisional personnel to ensure a positive and productive work climate within the office overall;
- Give directions clearly and demonstrate organization and budget development skills;
- Work with computerized data retrieval;
- Manage, supervise and evaluate bus drivers who work with handicapped children;
- Plan, organize and operate an orderly transportation system;
- Communicate effectively with handicapped children and parents of handicapped children;
- Communicate effectively (orally as well as in writing) with the California Highway Patrol, State Department of Education and Humboldt County Office of Education personnel;
- Demonstrate safe driving skills in all vehicles used to transport students with disabilities;
- Instruct others in inservice sessions.

Required Licenses:

Shall be required to possess a Class B license and a School Bus Driver's Certificate issued by the California Highway Patrol. Shall have completed and earned a certificate from the California Highway Patrol. Shall have completed and earned a certificate from the Department of Education in School Bus Safety and Operation, or be willing to enroll in and be capable of completing a post-employment training program leading to such certification. In addition, the employee must be able to pass a First Aid examination prepared by the California Department of Education in cooperation with the Public Health Department, the Department of Motor Vehicles and California Highway Patrol. All licenses must be kept valid and current in this position.

Safety and Environmental Considerations for Position:

Employees in this classification must be able to:

- Be flexible with regard to hours of service to accommodate emergency situations;
- Be agile and strong in order to accommodate the needs of transporting handicapped pupils;
- Work both indoors and outdoors in varying environment conditions.

Additional Requirements

Individuals who serve as Transportation Supervisor provide services in the office as well as in various sites throughout the County, sometimes servicing multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

CLASS: 2

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