



TRANSPORTATION SUPERVISOR

POSITION SUMMARY

Supervise and direct the daily activities of regular route drivers, special needs route drivers, aides, substitutes, driver specialists, trainers, operations office staff and the fleet maintenance shop staff. Supervise each of the main functions of the Transportation Department including, but not limited to: Route Planning; Route and Trip Dispatch; Route Driving; Driver Training and Safety; District Vehicle Accident Investigation; Timekeeping and Accounting; and, the District Fleet Maintenance program. The Transportation Manager shall determine and assign the specific areas of responsibility. The Transportation Supervisor provides back-up to other supervisors as needed and may, at times, be designated as Department Administrator in Charge (AIC).

SUPERVISORY RELATIONSHIPS

Provides direct supervision to department operations support staff, training staff, shop staff, school bus drivers, school bus aides, substitutes and other employees as assigned. The Transportation Manager directs and supervises this position.

ESSENTIAL FUNCTIONS

- Supervise the regular route planning which uses computerized routing interfaced with a global positioning system (GPS) to achieve safe, efficient, and cost effective transportation for all eligible 4J students. Supervises the route planning employees. Review route change requests and implements changes as appropriate, considering demographic information, school board policy, safety, and state and federal regulations.
- Supervise the Special Needs Route Planning which uses computerized routing interfaced with a GPS module to achieve safe, effective transportation for all eligible students with the goals of: 1) Providing responsive service that is compliant with all federal and state laws and rules. 2) Following the individual student's education plan; and, 3) Using the District's resources in the most efficient manner. Insures the maintenance of records for the transportation of students with special needs for compliance with the District needs and legal requirements. Supervise the Special Needs Route Planning employees.
- Supervise the dispatch function and staff assigned throughout the 12+ hour day for: adequate staffing of drivers; needs of schools and individual programs, and adjusting staffing throughout the day to meet identified needs; planning, staffing and dispatching over 2000 activity trips annually; as well as providing constant radio and phone support to over 75 bus drivers and substitute bus drivers, 100 schools and program sites, and the parents of approximately 5500 students throughout the day.
- Supervise the daily work activities of all regular route drivers and Special Needs Route drivers insuring safe operation of buses and timely transportation of students. Manages the School Bus Student Behavior Program, working with school administrators to manage inappropriate behavior on the bus and to insure a safe environment on the bus.

- Supervise the trip billings to schools, resultant journal entries, tracking and electronic reporting of all work time for over 90 variable hour employees, and the reporting of all leave used for over 100 employees.
- Supervise and manage the District's School Bus Driver Training Program and Activity Vehicle Driver Program insuring the District's compliance with all applicable federal and state requirements, as well as providing the District with an adequate number of well-trained bus drivers qualified to substitute on routes and drive in-town field and activity trips.
- Supervise and direct the daily activities of training staff who, in addition to performing their training duties, act as leads to the school bus drivers. Perform training duties.
- Manage the bus driver selection process, including all testing and records checks, by working with the other supervisor and key staff to select and hire the best qualified applicants.
- Ensure training of all employees supervised by this position. Motivate each employee to perform well and do what is best for the children and the District. Evaluate employee performance, manage performance and disciplinary actions, and recommend termination of department employees when warranted.
- Investigate and resolve routine and non-routine complaints about transportation services and employee conduct.
- Implement departmental safety improvement programs for both employees and students.
- The Transportation Supervisor is on call 24 hours a day, 7 days a week, including weekends to respond to bus emergencies, facility emergencies and hazardous weather conditions. Works with staff throughout the workday to problem-solve staffing shortages and reassignment of staff.
- During periods of inclement weather, during early morning hours, assist in determining whether or not buses can safely operate and makes recommendations for appropriate actions and/or adjustments regarding school closures, schedules, and bus routing.
- Maintain cooperative and positive working relationships with the public, administrators, staff, contractors, consultants, and public agencies.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of pupil transportation.

Knowledge of pertinent federal, state, and local laws, codes, and regulations, including laws regulating pupil transportation, commercial drivers and vehicles, and laws specific to students with special needs.

Ability to manage a fleet maintenance program using current standards for preventative maintenance as well as meeting all federal and state requirements for maintenance and inspections.

Ability to select, train, supervise, coach and evaluate performance of school bus drivers, trainers, mechanics, and office support staff. Ability to implement long-range and short-range projects--delegating to appropriate staff, reviewing and monitoring progress towards goals.

In-depth knowledge of the geographic region, its demographics, and all of the program locations to which students are transported.

Skilled in written and oral communication.

Ability to communicate effectively with a variety of people at various levels in multiple situations, including presentations at public meetings.

Ability to simultaneously organize and balance multiple projects and priorities.

Ability to establish and maintain cooperative working relationships with the public, administrators, staff, contractors, consultants, and public agencies.

Strong interpersonal skills.

MINIMUM QUALIFICATIONS

Minimum of four (4) years experience in the pupil transportation industry including positions of progressively increasing responsibility, or a combination of experience, training and education in a similar industry coupled with experience in pupil transportation.

Possession of Oregon School Bus Driver certificate; Oregon Department of Education School Bus Driver Trainer certification; ODE Classroom Trainer certification; and ODE/DMV Third Party Examiner certification.

Bachelor's degree, or equivalent, from an accredited college or university in business or public administration, or a related field. An equivalent combination of education and experience which provides the requisite knowledge, skills, and abilities may be considered. This determination is made by the Human Resources Department.

INCUMBENTS MUST PASS POLICE/FBI BACKGROUND CHECK.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) – Classified Supervisor
Pay Grade	Grade 5
Approved by	Jon Lauch – <i>Director of Facilities Management and Transportation Services</i> Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	5/26/2011