



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Transportation Operations Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Plan, organize and oversee the activities of the pupil transportation and bus driver training operations; schedule, coordinate and supervise routing and dispatch of various bus routes; 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize and oversee the activities of the pupil transportation and bus driver training operations; initiate and develop programs for proper coordination and utilization of equipment and personnel
- Supervise and evaluate the scheduling, coordination and dispatching of buses for various bus routes; prepare and assign work schedules; prepare bus routes and schedules; evaluate routes and loading zones for safety and compliance; determine need for extra duty and overtime
- Prepare and maintain accurate records related to vehicles and drivers; assure proper and current licenses for school bus drivers; compile data for departmental planning and training
- Plan, develop, implement and evaluate transportation driver training programs; provide mandated training for District school bus drivers
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Communicate with parents and teachers and resolve issues or concerns as needed; resolve and respond to parent complaints; collaborate with and advise schools, special needs department and others regarding the coordination of transportation activities
- Operate a variety of standard office equipment including a computer and assigned software; operate telecommunication and audio-visual devices; drive a vehicle to conduct work
- Analyze accidents; respond to accidents, investigate and provide re-training as needed; prepare incident reports; create accident prevention programs

- Coordinate disaster preparedness logistics when applicable; assist the Manager in administering the emergency preparedness program when applicable; maintain communications with local and State emergency services when applicable
- Collaborate in the preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Serve as Transportation Manager in the absence of the Manager

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and equipment for operation of a school district transportation system

California Code of Regulations, Education Codes, Vehicle Codes, Penal Codes and other federal, State and local laws, rules and regulations related to assigned activities

Principles and practices of bus driver training

Maintenance practices and procedures for school buses

Budget preparation and control

Research methods and analysis techniques

Safe work practices and safety equipment related to assigned activities

Operation of a computer and assigned software

Safe and defensive driving practices

Proper operation of school buses

Applicable traffic and pupil transportation laws, codes and regulations

Record-keeping techniques

Interpersonal skills using tact, patience and courtesy

Principles and practices of supervision and training

ABILITY TO:

Plan, organize and oversee the activities of the pupil transportation and bus driver training operations

Schedule, coordinate and supervise routing and dispatch of various bus routes

Prepare and maintain accurate records related to vehicles and drivers

Train, supervise and evaluate personnel

Assure compliance with safety and regulatory requirements on an on-going basis

Analyze situations accurately and determine effective course of action

Estimate and requisition supplies and equipment

Apply and interpret policies and procedures related to student transportation

Read and interpret maps

Communicate effectively with others to exchange information

Establish and maintain cooperative and effective working relationships with others

Work independently with little direction

Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in business administration or related field and five years of increasingly responsible transportation program experience

At least two (2) years of experience in a supervisory capacity preferred

LICENSES, CERTIFICATES OTHER REQUIREMENTS:

Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements

California Special Driver Certificate as issued by the Department of Motor Vehicles (DMV) for school bus

State Certified Instructor Certificate as issued by the California Department of Education (CDE) for school bus

Valid Medical Examiner's Certificate

Valid First Aid and CPR Certificate (when required) issued by an authorized agency

Department of Justice fingerprint clearance through the California Highway Patrol

Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy

Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer and other assigned equipment

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching

Walking during vehicle inspections and driver observations

HAZARDS:

Exposure to machinery, toxic fumes and traffic hazards