

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION



JOB TITLE: Transportation Supervisor/Trainer

SUMMARY: Under the direction of the Director of Transportation, supervises the scheduling and dispatching of bus routes, field trips, and extra curricular events; provides new driver training and ongoing in-service programs for district bus drivers; prepare and maintain accurate records related to vehicles and drivers; assists in the preparation of performance evaluations for bus drivers.

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees who work in this assignment require considerable contact with other employees, students and parents. Performance of these responsibilities requires attention to details, good communication skills, and sound judgment. This employee would assist the director of transportation in developing, planning, and providing the required training for all district drivers.

SUPERVISOR: Director of Transportation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Supervise the scheduling, coordinating and dispatching of buses for bus routes, field trips and extracurricular events.
2. Prepare and maintain accurate records related to vehicles and drivers; assure proper licenses for subs and drivers and maintain accurate records of expiration dates.
3. Train, supervise and evaluate the performance of staff; recruit, interview and assist in the selection of employees.
4. Supervise, coordinate, develop, evaluate and schedule the school bus driver training program.
5. Participate in the instruction of drivers for original and renewal licensing.
6. Assist the Director of Transportation in planning, developing, supervising and coordinating safety in-service and classroom workshops.
7. Maintain and prepare a variety of records and reports.
8. Communicate with parents and site administrators and resolve issues or concerns as needed; resolve and respond to parent complaints.

9. 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.
10. Operate a computer and assigned software.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- State and Federal English Language Development (ELD) laws and regulations
- Title I Laws and Regulations
- English Language Development (ELD) eligibility criteria, assessment, and techniques, matching learning needs to learning modalities
- Regular education curriculum and programs
- English Language Development (ELD) curriculum, equipment, and other available resources
- Interpersonal communication skills and organization skills

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.
- Train and supervise personnel.
- Drive a school bus safely and efficiently.
- Maintain safe discipline level among passengers.
- Apply and interpret District 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 independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Sit for extended periods of time.
- Bend at the waist, kneel or crouch.
- Reach, push and pull to open bus doors.
- Drive a vehicle to conduct work.

- Provide inservice training activities for professionals and parents.
- Willingly work additional hours periodically.

EDUCATION:

- A high school diploma or equivalent (AA Degree preferred) or any combination of training and experience which would likely provide the required knowledge and abilities.

EXPERIENCE:

- Any combination equivalent to: Five years of experience supervising, dispatching, scheduling, and training for school bus transportation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class A and Class B Driver's license with a passenger and school bus endorsement, issued by the California Department of Motor Vehicles.
- California School Bus Driver Special Certificate
- Current Medical Certificate
- California Bus Driver Instructor Certificate
- Verification of first aid training for school bus drivers

TYPICAL PHYSICAL REQUIREMENTS

Ability to stand and walk; sits for extended periods; walks on wet and uneven surfaces; frequently stoops, kneels, and crouches to push and pull objects; ability to lift 50 pounds or carry objects weighing over 25 pounds or carrying any object weighing over 15 pounds; normal manual dexterity and eye-hand coordination to operate a school bus; corrected hearing and vision to normal range; verbal communications; use of two-way radio, and office equipment including telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is performed indoors, outdoors and in a vehicle; work is performed in varying temperature conditions; work is performed in an environment with constant noise; exposure to fumes, gasses, grease, and oil; work is performed in confined spaces; work is performed around equipment with moving parts; regular contact with staff, parents, and students.

Adopted: 05/16/01

Revised: 09/02/04

Revised: 5/02/07

Revised: 03/19/08

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**THE ROCKLIN UNIFIED SCHOOL DISTRICT
Maintains a tobacco-free, drug-free environment**