

MT. DIABLO UNIFIED SCHOOL DISTRICT

TRANSPORTATION OPERATIONS SUPERVISOR, SAFETY AND TRAINING

SUMMARY

Under the direction of the Director of Transportation, plan, organize and supervise mandated bus driver training and safety programs according to established DMV and Department of Education laws, rules and regulations; organize and coordinate special education student transportation routing; train, supervise and evaluate the performance of assigned staff.

Plan, organize and supervise mandated bus driver training and safety programs according to established DMV and Department of Education laws, rules and regulations; develop, implement and conduct bus driver training programs to qualify new and current bus drivers for certification and other related requirements.

Organize and coordinate special education student transportation routing; process requests for special education students transportation to and from District sites; assign students to bus stops; update and maintain special education routes as required.

Review department safety concerns; communicate with department staff regarding vehicle safety and school bus operations such as wheelchair lifts and other equipment; receive information related to special transportation needs as necessary.

Train, supervise and evaluate the performance of assigned staff; supervise and assign bus aides and behind the wheel trainers as appropriate; assist with interviewing activities and disciplinary actions for new and current bus drivers according to established procedures.

Establish and maintain files and records necessary for completion of State require reporting and prepare periodic and special reports.

Provide in-service training and educational activities for Transportation Department staff in a variety of areas including defensive driving, efficient and safer student transportation methods, first aid, bus evacuation and others as required.

Evaluate student transportation procedures, routes and stops for conformance to standards of safety.

Investigate accidents according to established procedures; organize Accident Panels, compile related information and present to safety review committee as required.

Update and maintain the Pull Notice program according to State reporting requirements; review pull notices from DMV for drivers of District vehicles; add and delete new or former District employees.

Coordinate toddler transportation activities; receive information related to infant transportation needs such as car seats, infant seats, harnesses and others as necessary.

Maintain time sheets and necessary health information for bus attendants as required.

Perform dispatching and routing activities as assigned.

Perform related duties as assigned.

KNOWLEDGE OF:

Rules and regulation pertaining to pupil transportation as stipulated in the California Administrative Code, Education Code and Vehicle Code.

Board policies relating to student transportation.

Instruction techniques as related to safe driving methods.

Record-keeping techniques.

Methods pertaining to Transportation/Vehicle industry.

ABILITY TO:

Prepare lesson guides relating to pupil transportation.

Organize and instruct classes for qualified bus drivers and new applications.

Analyze situations accurately and adopt an effective course of action.

Minimum Qualifications:

Any combination of education and experience equivalent to: graduation from high school and completion of State School Bus Driving Instructor course and three years experience as a school bus driver, including the responsibility in training school bus drivers.

Other Necessary Requirements:

California Class B driver's license with passenger endorsement.

California School Bus Driver's Certificate.

Valid Medical Certificate.

Classroom and behind the wheel Instructor's Certificate.

ENVIRONMENT:

Office environment.

Light background noise.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read bus schedules.

Salary Schedule: DMA 4