

Alpine County Superintendent of Schools

OPERATIONS AND TRANSPORTATION SUPERVISOR

DEFINITION:

Under the direction of the Superintendent, plan, organize, and direct the operation of the District Maintenance and Transportation Programs; perform bus driver duties; and to do other related work as required or assigned.

TYPICAL TASKS:

Maintenance – Assumes overall responsibility for cleanliness, sanitation and safe conditions of the school facilities during school year and vacation; performs work without supervision; supervises student or summer help as assigned; checks conditions of fire extinguishers, emergency lighting systems, and other emergency equipment; maintains lawn areas; cares for trees and shrubs; reports needed major repairs of school equipment to Business Manager and/or Superintendent; reports to other school sites as requested by the Business Manager and/or Superintendent; keeps records on cost of maintenance and custodial work; supervises maintenance and custodial personnel; and performs other job related duties as assigned.

Transportation – Supervise and evaluate County and other assigned bus drivers; order transportation supplies and equipment; work with designated mechanic on transportation problems and repairs; keep records of transportation activities, such as route schedules, daily trip sheets, field trips, needed repairs, completed repairs, regular bus checks, and driver records; make regular inspections of school buses and records; assist drivers with transportation problems, such as, stop changes, parent complaints, mechanical problems, etc.; arrange buses and drivers for field trips, special days and summer school; schedule routes and stops; assist in the selection of departmental personnel; arranges work schedules and assignments for department personnel; supervise departmental compliance with licensing and certification requirements; conduct traffic safety, transportation load, and related trainings and studies; drive bus on a regularly scheduled run according to duties as specified by Bus Driver job description; provide supervision for other classified staff as assigned by the Superintendent; and perform other job-related duties as assigned by the Superintendent.

Bus Driver – Transports authorized students and other personnel obeying all traffic laws, keeping safety of children in mind at all times; maintains discipline on bus; reports undisciplined students to proper authority; discharges students only at authorized stops and escorts children across streets and highways performs bus inspections as required by federal, state and local laws and regulations; refuels bus, keeping a detailed record; keeps substitute bus driver informed of changes in schedules; keeps interior and exterior of bus clean; performs emergency bus evacuation drills; reports accidents and completes required reports; reports deficiencies in the bus to the Business Manager and/or Superintendent; exercises responsible leadership when on out-of-district school trips; and maintains bus driver training as required.

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Page Two

EMPLOYMENT STANDARDS:

Knowledge of: Safe driving practices; provisions of the California Motor Vehicle Code as applicable to operation of vehicles and transportation of school children; and district/county policies related to transportation.

Ability to: Maintain California School Bus Driver's Certificate and adjacent state certification as required; maintain a First Aide Certificate issued by the American Red Cross or pass equivalent test issued by the California Highway Patrol; maintain a safe bus driving record; follow oral and written directions; establish and maintain effective working relationships with children and adults; plan, organize, supervise, and evaluate the work of employees assigned to the department; and maintain accurate and current records.

EDUCATION/EXPERIENCE:

Good work history, demonstrated reliability and responsibility; a valid California Motor Vehicle Operator's License with a good driver's record; transportation and supervision training; and supervisory experience desired.

Graduate of high school or equivalent with applicable background and training.

Adopted: 10/8/01
Revised: 12/19/03
08/10/2010