

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, CA

**SUPERVISOR, TRANSPORTATION OPERATIONS**

**DEFINITION**

Under direction of the Manager I, Transportation Operations, the Supervisor, Transportation Operations supports the educational programs of the District by supervising and coordinating the day-to-day activities of the Transportation Department.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Collaborate with the Education Division and Special Education Services to plan and coordinate bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and field trips.
2. Evaluate routes and make changes based on operational needs and in compliance with District, state and federal laws, rules and regulations.
3. Resolve student transportation problems with parents, principals and other school administrators.
4. Perform field monitoring of fleet operations and service performance including the safety and efficiency of routes and bus stops.
5. Attend and participate in Individualized Educational Programs (IEP) meetings providing technical guidance and assistance to ensure compliance with federal, state and local transportation guidelines and regulations.
6. Assess and investigate incidents, complaints and/or accidents for the purpose of resolving or recommending solutions.
7. Provide various training to staff as needed and mandated by local, state and federal laws.
8. Serves as liaison with schools, parents and various District departments.
9. Review daily time reports, bus records, accident reports and vehicle maintenance records.
10. May perform the functions of Transportation Dispatcher and/or School Bus Driver in the event of staff shortages.
11. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
12. Supervise, evaluate and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state, and federal educational and professional standards.
13. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
14. Attend professional learning and conference opportunities regarding District business, educational related topics and other professional meetings.

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Page 2

### **QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; principles and practices of safe, defensive driving; principles of routing and scheduling buses and passengers; principles of pupil management on school buses.

**Ability to:** Manage, lead and direct the functions and activities of a Transportation department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; prioritize workload and conflicting demands; train and instruct others in performance of their duties; establish and maintain records; maintain the appropriate license, certificates, and endorsement needed to drive in all appropriate types and sizes of school buses; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Graduation from high school or equivalent; Completion of the California Department of Education's Transportation Administration program preferred

**Experience:** Four years of experience in transportation operations including one year of lead or supervisory experience.

**License:** Valid and appropriate California Driver's License; California Special Driver's Certificate-School Bus, valid Medical Certificate; First Aid Certificate; California Bus Driver Instructor Certificate preferred; First Aid Instructor Certificate preferred.

This position is subject to pre-employment physical and drug testing as well as random drug testing after appointment.