

RIALTO UNIFIED SCHOOL DISTRICT

**TRANSPORTATION/GARAGE SUPERVISOR**

**DEFINITION**

Under the general direction of the Director of Maintenance, Operations and Transportation, plans, coordinates, and supervises all related functions of the district's student transportation program, and the repair of all district buses and vehicles; coordinates and supervises the bus driver training program; develops and implements bus driver and transportation related safety programs; coordinates and inspects repairs of equipment; works cooperatively with the Purchasing Department to order transportation materials and supplies; is responsible for the efficient routing and scheduling of all buses; and performs other related work as assigned and/or required.

**ESSENTIAL DUTIES**

- ▶ plans, organizes, coordinates and supervises the functions of the transportation operation, including bus route planning, assigning and dispatching of transportation personnel
- ▶ confers with and advises mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions
- ▶ reviews, monitors and audits bus routing and pupil transportation schedules to ensure adherence to a cost effective operation and the appropriate utilization of personnel and equipment
- ▶ reviews major mechanical repair time, and determines priority transportation equipment use
- ▶ confers with and advises site and District personnel and the educational community concerning pupil transportation related problems, issues and concerns
- ▶ investigates, tests and recommends the acquisition of supplies, materials and equipment, and the development of a replacement schedule for obsolete transportation equipment
- ▶ participates in the budget planning process, and in the development, implementation and maintenance of expenditure control procedures
- ▶ plans, organizes and conducts personnel orientation and in-service training programs
- ▶ plans, develops and implements policies, guidelines and operational procedures to ensure a cost effective and cost beneficial pupil transportation operational mode
- ▶ establishes, implements and maintains a data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes and preventative maintenance programs
- ▶ investigates accidents involving pupil transportation equipment and District owned vehicles and equipment and prepares appropriate evaluative reports
- ▶ reviews, monitors, audits and evaluates the performance of transportation/garage personnel, and assists them in resolving conflicts and personnel related problems
- ▶ participates in the recruitment, selection and assignment of transportation/garage personnel
- ▶ reviews supplies, materials and equipment requests and recommends acquisition of needed stock in order to maintain an appropriate inventory
- ▶ maintains a variety of records pertaining to the maintenance operational process, that may include cost estimates as to time and material, personnel service time and performance evaluation data
- ▶ assists personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns
- ▶ establishes schedules for ongoing preventive maintenance and equipment replacement

### **QUALIFICATIONS**

**Knowledge of:** Principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program; legal mandates, policies, regulations and guidelines of a pupil transportation and safety program; practices, methods, procedures and techniques of organization, supervision, and the evaluation of personnel performance; safe working methods and procedures.

**Ability to:** Effectively and efficiently organize, coordinate and supervise pupil transportation functions and activities; prepare accurate cost analyses pertaining to equipment maintenance; communicate effectively in oral and written form; understand and follow oral and written directions with minimal accountability controls; establish and maintain cooperative organizational and community relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- ▶ will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- ▶ will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to ascend and descend a step ladder, stairs, scaffolding, and ramps
- ▶ must be capable of perceiving the nature of sound
- ▶ must possess visual acuity and depth perception
- ▶ must be capable of providing oral information
- ▶ must possess the manual dexterity to operate business-related equipment and hand tools, and to handle and work with various objects and materials
- ▶ may be exposed to hot, cold, wet, humid, or windy conditions, caused by weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Four years of experience in a pupil transportation program, including two years in a supervisory capacity.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree supplemented by advanced training or coursework in the organization and supervision of a transportation program is desirable.

**License Requirement:** Possession of a valid Class II, California Motor Vehicle Operator's License; possession of a School Bus Driver's Certificate issued by the California Highway Patrol, possession of a current First Aid Certificate issued by the American Red Cross or American Heart Association; possession of a California State Department of Education Driver Instructor Certificate **or** the obtaining of the California State Department of Education Driver Instructor Certificate within one year of employment.

**Condition of Employment:** Insurability by the District's liability insurance carrier.