

**Beaumont Unified School District  
JOB DESCRIPTION**

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**TITLE:** Transportation Supervisor

**CLASSIFICATION:** Classified  
Administration Managemen  
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**REPORTS TO:** Director/Assistant Director of  
Maintenance, Operations, and  
Transportation

**SALARY SCHEDULE:** 270/R19

**WORK YEAR:** 12 months

**RANGE:** 19

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**GENERAL DESCRIPTION:**

Under the direction of the Director of Maintenance, Operations, and Transportation, establishes and coordinates the assignment, scheduling, and routing of all transportation vehicles and assures safe and efficient daily operations; trains new drivers and conducts refresher courses for current drivers; coordinates all driver training and safety programs for the District's Transportation Department; maintains all required documentation for the driver training program as dictated by all local, state and federal laws and regulations; follows and implements all ~~school district~~ District policies; drives a school bus when needed (emergency, relief, or extra assignment circumstances); and does related work as required.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Administers driving performance tests to bus drivers; **E**
- Analyzes training needs and recommend driver training programs for the Transportation Department;
- Answers questions, resolves complaints, and/or distributes transportation information to the public; **E**
- Assesses needs and recommends methods for improving the safety and/or efficiency of the transportation facility;
- Assists the Director of Maintenance, Operations, and Transportation with routing and scheduling functions; **E**
- Checks weather and road conditions that may affect school operations and makes recommendations to the Director of Maintenance, Operations, and Transportation concerning school closures;
- Conducts training sessions for drivers on bus regulations, state laws, the Motor Vehicle Code, and the California Education Code; **E**
- Holds required instruction and classes for bus driver certificate renewal; **E**
- Dispatches transportation vehicles for trips; coordinates transportation routes and stops for student riders;
- Carries out department goals and objectives;
- Collects data and prepares reports;
- Drives bus routes when needed; **E**
- Follows and enforces District policies, laws, and regulations;

- Maintains effective working relationships with students, the public, and staff members;
  - Maintains records, activity requests, employee driving records, and other related records; E
  - Plan and conduct regular safety meetings for transportation personnel;
  - Recommends policy changes to the Director of Maintenance, Operations, and Transportation;
  - Adheres to and implements the certificated and classified bargaining agreements; E
  - Performs job assignment safely and for the purpose of protecting people and property;
  - Performs related work as assigned.
- E = Essential function

## **JOB REQUIREMENTS/QUALIFICATIONS:**

### **Education:**

- Associate's degree required; or
- Agreement to obtain an Associate's degree within five (5) years from date of hire;
- Graduation from high school or equivalent to completion of the twelfth grade;
- Any combination of training and education that could likely provide the desired knowledge;
- ~~Graduate of California State Department of Education Driver Instructor Academy.~~

### **Experience:**

- ~~Three years of experience in traffic and transportation work;~~
- Supervisory or lead experience, preferred;
- ~~Minimum five~~ Five (5) years of full-time transportation experience.

### **Licenses, Certifications, and Testing**

- Pass a Prepre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California driver license during the course of employment and be insurable by the District's liability insurance carrier;
- ~~Must possess~~ Possession of a valid California State Department of Education Bus Driver Instructor Certificate or the ability to complete training within six (6) months from the date of hire;
- Possession of a valid California driver's license, Class A or B with a P&S endorsement, and a California School Bus Driver's Certificate (the minimal 1.6 restricted certificate is required);
- Possession of a valid First Aid/CPR certificate.

### **Knowledge and skills of:**

- District organization, operations, policies, and objectives;
- Federal, state, local agency, and District rules, regulations or codes governing transportation operations, traffic laws, and student transportation;
- First aid practices and procedures;
- Principles and practices of in-service training, including the learning process;
- Principles and techniques of establishing and maintaining good community relations;

- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles;
- Safe and efficient driving principles and techniques, especially as they pertain to the operation of school buses transporting school children;
- Reception and telephone techniques;
- ~~Use of English in both verbal and written form, employing correct spelling, grammar, punctuation, and vocabulary;~~
- ~~Interpersonal skills using tact, patience, and courtesy;~~
- Standard office equipment and computer applications including Microsoft Office and Google Drive environments, with expertise in Excel, PowerPoint and Adobe;
- Modern office methods, procedures, and equipment, including ~~record~~-record-keeping principles, methods and procedures, filing systems, ~~and~~ letter and report writing.;
- ~~Operate a variety of standard office equipment, as well as computer applications including Microsoft Office Professional and Google Drive environments.~~

**Ability to:**

- Adapt easily to work assignments, additional priorities, and new procedures;
- ~~Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;~~
- Assist in planning safe and efficient bus routes and schedules;
- Utilize District technology to train and evaluate assigned staff;
- Attend evening and weekend meetings;
- ~~Be flexible, exhibit integrity, and exercise mature judgment;~~
- Calmly and safely respond to emergency situations;
- ~~Communicate effectively using a variety of mediums;~~
- Conduct classroom and behind the wheel training sessions;
- ~~Demonstrate exemplary customer service in dealing with staff and the public;~~
- ~~Establish and maintain effective working relationships;~~
- ~~Handle confidential materials and matters with discretion;~~
- ~~Learn and interpret specific rules, laws and policies; and apply them with good judgment in a variety of professional situations;~~
- ~~Learn and support new and fast changing technologies;~~
- ~~Maintain a neat and clean appearance, and courteous demeanor at all times;~~
- Maintain accurate records and prepare correct reports;
- Maintain work schedules;
- Operate all transportation equipment skillfully and safely;
- Operate two-way radios in a professional manner;
- Perform specialized duties related to student transportation;
- Periodically represent the District in events;
- ~~Plan and organize work;~~
- ~~Promote team building and a positive work environment;~~
- Routinely travel to District school sites, community events, and meetings;
- ~~Speak clearly and logically;~~
- ~~Suggest procedural improvements to supervisor, as appropriate;~~

- ~~Understand and follow oral and written instructions in English;~~
- Work effectively with officials of other public agencies;
- ~~Work precisely and with attention to detail, without immediate supervision;~~
- ~~Work successfully and effectively with diverse groups of people;~~
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, and specific to Beaumont Unified School District; and apply them with good judgment in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, and courteous demeanor at all times;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, staff and the public.

**PHYSICAL ABILITIES AND WORKING CONDITIONS:**

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Number of Hours				
	0-2	3-4	4-5	6-8	N/A
1. Mobility				X	
2. Use of depth perception and ability to focus				X	
3. Standing, walking			X		
4. Sitting				X	
5. Twisting, stooping, bending over		X			
6. Crawling, climbing			X		
7. Reaching overhead-above the shoulders			X		
8. Crouching, kneeling, and balancing			X		
9. Pushing or pulling			X		
10. Lifting or carrying up to 50 lbs		X			
11. Hearing acuity for conversations or other sounds				X	
12. Use of voice in face to face conversations or during telephone conversations				X	
13. Gross muscle use of arms and legs			X		
14. Handling, grasping, and feeling objects			X		
15. Repetitive use of dominant hand				X	
16. Fine dexterity with both hands				X	
17. Exposure to stairs, ramps or uneven ground			X		
18. Working around equipment and machinery having moving parts and generating heat				X	
19. Contact with toxic substances			X		
20. Exposure to dust, gas, or fumes				X	
21. Work in varied temperatures				X	
22. Operating a motor vehicle				X	
23. Use of a ladder	X				
24. Subject to frequent interruptions				X	
25. Viewing a computer monitor				X	
26. Contact with distraught or abusive individuals		X			
27. Exposure to moderate to extreme noise levels				X	