

# Farmersville Unified School District

## JOB TITLE: TRANSPORTATION/OPERATIONS SUPERVISOR

### JOB DESCRIPTION

#### **General Description:**

Under the direction of the Director of Maintenance, Operations and Transportation, will plan, organize and supervise the day-to-day activities of the district wide pupil transportation services and operations department.

#### **Example of Essential Duties and Responsibilities:**

Plans, directs and supervises the day-to-day activities of the home-to-school and extra-curricular transportation services of the district; assists in the development of bus schedules, routes and stops; coordinates discipline procedures with principals; conducts studies of traffic conditions and pupil loads; interprets to parents and students the District Policies and Administrative Regulations relating to transportation; trans and in-services assigned personnel; approves, coordinates and directs scheduling of all district extra trips; conducts investigations and completes reports on all school bus accidents; adheres to District policies, rules and regulations of School Bus Operations as set forth by the California Highway Patrol and the State Department of Education; maintains the District Drug and Alcohol Testing Program required by the Federal Department of Transportation; may perform other related duties as required. Organizes, schedules and oversees grounds work, mowing, trimming, edging and other related duties. Oversees maintenance and repair of all vehicles, mowers and equipment. Works with utility workers on setup of fields, events and sports activities. Maintains and repairs all sprinkler systems.

#### **Qualifications**

##### *Education and Experience:*

- High School diploma or equivalent supplemented by courses and/or training in applicable areas. Some college desirable.
- Four years responsible experience in transportation work, including automotive maintenance and repair duties. One year of supervisory experience desirable.
- Three years knowledge in grounds work and maintenance.

##### *Knowledge of:*

- Comprehensive understanding of operations, policies and procedures of a school bus transportation system, including route scheduling and operation of vehicles
- In-depth knowledge of Federal, State and local laws and regulations governing vehicle use
- Principals and techniques of supervision and training
- Comprehensive knowledge of sprinkler systems, mowers, tractors and equipment
- Lawn care fertilizing and weed control. Pest management and guidelines.

##### *Ability to:*

- Effectively communicate with parents, students, staff and others.
- Follow complex and technical oral and written instructions with precision and good judgement.
- Prepare and submit accurate reports
- Maintain accurate and current records of operations and costs.
- Maintain accurate maintenance records on district vehicles, mowers, tractors and heavy equipment.
- Sit, stand, bend, stoop, kneel, perform grasping and handling motions on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to co-workers, students, and the public; dexterity of the hands and fingers to operate machinery, tools and equipment used in auto and bus repair

- Use English in written and verbal form
- Maintain effective and professional relationship with administrators, staff, students, vendors and outside agencies
- Work with a minimum of supervision
- Work additional hours, as needed
- Use computer applications, including word processing, spreadsheets, databases desired

**Licenses, Certifications and/or Testing:**

- Valid California Driver's License and Class B License and a school bus certificate
- Must supply current DMV driving record printout
- Criminal justice fingerprint clearance
- TB test clearance

Board Approved: June 14, 2005

CSEA Approved: May 23, 3005