

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2005
SALARY SCHEDULE: # 85
RANGE: CM 14.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 3, 7, 9**

TRANSPORTATION FIELD SUPERVISOR

DEFINITION

Under general direction of the Transportation Director, coordinates supervision of bus drivers, private transporters, and transportation aides;

and other related programs as assigned;

perform related duties and responsibilities as required or assigned.

EXAMPLES OF DUTIES

Evaluate the work performance of school bus drivers and transportation aides;

coordinate and documents driver evaluations (check rides);

assist bus drivers with various operational problems, including student discipline;

coordinate orientation of office procedures and policies for new drivers;

review traffic factors and potential road hazards;

may drive a school bus over an assigned route in the transportation of pupils;

may drive students on field trips or special events;

respond to vehicle accidents for evaluation and assistance;

organize agendas and conduct meetings;

chair transportation related committees;

communicate with a variety of school personnel, parents, and others regarding new students, program changes, changes of address, and other information that affects pupil transportation;

maintain continuous contact with transportation lead personnel, and drivers to correct problems and concerns;

plan, develop, present and assist in programs of orientation and in-service training;

recommend personnel transactions, including assignments, transfers, demotions, dismissals, and promotions;

supervise both home-to-school and extra-trip pupil transportation;

confer, counsel, and advise transportation, school, and administrative personnel concerning student behavior management problems;

prepare written correspondence for communications and verification of verbal information;

perform related duties and responsibilities as required or assigned.

QUALIFICATIONS

Knowledge of:

Proposed regulatory changes and the effect of such changes toward applicable state laws, safe and proper bus riding procedures, emergency bus evacuation procedures, and carrier requirements;

office policies and procedures;

principles and practices of supervision;

principles and practices of evaluating and reporting.

Ability to:

Learn and effectively use computer programs for record keeping and presentations;

operate a school bus safely and in conformance with applicable state laws;

lift 50 lbs., stoop, bend, and stand for long periods;

coordinate, with other staff, effective supervision of all employees;

communicate effectively in oral and written form;

adjust to a change in scheduled assignment with relative ease;

supervise and evaluate the functions and activities of transportation personnel;

prepare clear and concise reports;

communicate effectively in oral and written form;

understand and carry out oral and written directions with minimum controls;

establish and maintain cooperative working relationships;

evaluate and recommend beneficial changes for all aspects of pupil transportation.

Experience:

A minimum of five years' holding a school bus driver's certificate required;

two years' experience in the transportation industry at a leadership level;

experience as a Certified School Bus driver instructor preferred.

Education:

Must possess a high school diploma.

Conditions of employment:

Possess a valid Class B California Motor Vehicles Operator's license, and a valid California School Bus Driver's Certificate.

Must maintain proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

A preplacement medical assessment, at office expense, is a condition of appointment after all other required job conditions have been met. The lifting requirement for this position is 50 pounds.

A substance abuse test, at office expense, is required prior to employment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

12/18/15

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