

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2005
TRANSPORTATION/WAREHOUSE SERIES
RANGE: CM 14.0
CLASSIFIED MANAGEMENT
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;

performs related duties and responsibilities as required or assigned.

EXAMPLES OF DUTIES

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

coordinates and documents driver evaluations (check rides);

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

coordinates orientation of office procedures and policies for new drivers;

reviews 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;

responds to vehicle accidents for evaluation and assistance;

organize agendas and conduct meetings;

chair transportation related committees;

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

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

plans, develops, presents and assists in programs of orientation and in-service training;

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

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

confers, counsels, and advises transportation, school, and administrative personnel concerning student behavior management problems;

prepares written correspondence for communications and verification of verbal information;

performs 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.

Condition 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 possess 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.

This position has a probationary period of six months or 130 days, whichever is longer.

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