

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR-DRIVERS/DISPATCHER

BASIC FUNCTION:

Under the direction of the Manager-Transportation, plan, organize and supervise the operations of student transportation, transport students to and from schools; supervise and evaluate the performance of assigned employees.

REPRESENTATIVE DUTIES:

Supervise, plan and coordinate regular and special education bus schedules and organize curricular activity trips as necessary to transport students; plan and reschedule buses for late-in, early-out and student-free days; assign and assist in routing new or changes in transportation needs of special education students to include emergency routing as needed to transport students. **E**

Supervise, monitor and coordinate the development and implementation of dispatching and scheduling of special education bus routes; participate in daily dispatching as needed; perform dispatching duties in the absence of the Dispatcher/Scheduler. **E**

Resolve student transportation problems with parents, principals and other school administrators using tact and diplomacy; schedule meetings as needed. **E**

Develop optimal bus routes to minimize costs and maintain efficiency; assign and monitor routing for cost effectiveness and fuel efficiency. **E**

Coordinate substitutes, stand-by and contract buses with drivers. **E**

Train, supervise and evaluate the performance of assigned personnel; schedule and assign work; counsel and discipline personnel as appropriate; assure positive public relations with the community. **E**

Enforce safety rules; confer with school authorities and parents on disciplinary problems with student passengers. **E**

Review daily time reports, bus pre-trip records, accident reports and bus maintenance records; coordinate the use of contract bus services, review and approve related invoices. **E**

Assign drivers for distribution of payroll and other documents. **E**

Assist in preparing budget data for department. **E**

Interpret and implement State regulations relative to student transportation; maintain current knowledge of streets, boundary lines, and housing developments. **E**

Develop, implement, and enforce established vehicle safety regulations. **E**

Conduct vehicle accident investigations and prepare reports. **E**

Operate a computer and other office equipment as assigned; operate various machines, vehicles or equipment utilized in the Transportation Department. **E**

Drive a school bus over a designated route as circumstances require.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code and Education Code applicable to the operation of vehicles used to transport students.

Principles of supervision, bus driver training and safe driving practices.

Principles of efficient bus routing techniques and scheduling of employees.

Rules and regulations affecting school district transportation.
Geographic and topographic characteristics of community served by the District.
Principles of dispatching and scheduling of school buses.
Record-keeping techniques.
Modern office practices procedures, and equipment for the operation of a school district student transportation system.
Operation of a computer work station and other equipment.

ABILITY TO:

Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students.
Resolve student transportation problems with parents, principals, and other school administrators.
Coordinate, develop, and implement an efficient student transportation system.
Develop and schedule efficient bus route systems.
Train, supervise, and evaluate personnel.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Maintain records and prepare reports.
Read, interpret, apply and explain rules, regulations, policies, and procedures.
Communicate effectively both orally and in writing.
Operate and computer workstation and other equipment as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years experience in transportation or automotive fleet operations, including at least two years of supervisory experience or a management/supervisory certificate of training.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license, School Bus Driver's Certificate; maintain a safe driving record. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office and garage environment, driving a vehicle to conduct work, moderate exposure to fumes, dust, odors, oil/grease, gases.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone, dexterity of hands and fingers to operate a computer keyboard, seeing to read a variety of materials. Bending, pushing, lifting and moving heavy objects.

HAZARDS:

Traffic hazards.