

CAJON VALLEY UNION SCHOOL DISTRICT  
Personnel Commission

CLASS TITLE: TRANSPORTATION SAFETY AND TRAINING SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Transportation, plan, organize, develop and implement mandated driver safety and training program and activities; oversee, coordinate and supervise student transportation routing, scheduling and dispatching of home-to-school and special education bus routes, field trips and extracurricular events; prepare and maintain accurate records related to vehicles and drivers; assign and review the work of drivers; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, develop, and implement mandated driver safety and training program and activities, conduct safety in-service and classroom workshops, and instruction of drivers for original and renewal licensing.

Oversee, coordinate and supervise student transportation routing, scheduling and dispatching of home-to-school and special education bus routes, field trips and extracurricular events; prepare and assign work schedules, bus routes and arrange for, and schedule, substitute drivers; initiate and develop programs for proper coordination and utilization of equipment and personnel.

Train, supervise and evaluate the performance of assigned staff; recruit, interview and assist in the selection of employees and recommend transfers, reassignment, termination and disciplinary actions; assist drivers in completing injury and accident reports.

Support drivers in maintaining a safe and orderly school bus environment; assure student discipline is implemented, as necessary.

View videos and GPS, upon request for complaints, accidents and investigations, when necessary.

Conduct studies of traffic conditions, pupil load and distribution and make adjustments as necessary;

Maintain accurate records and prepare a variety of reports related to vehicles and drivers, average daily attendance, pupil counts, bus trip data, driver route assignment and other related information, as assigned.

Communicate with administrators and teachers to resolve issues or concerns, as needed; respond to and resolve parent complaints; work collaboratively with fleet maintenance staff to resolve vehicle operation and safety issues.

Make field decisions and recommendations regarding adverse weather, road, bus stop conditions and student safety issues; supervise, coordinate and evaluate the bus evacuation safety program.

Assist the Director in the development of policies, regulations and department procedures.

**OTHER DUTIES:**

Perform the duties of the Transportation Operations Supervisor or Transportation Director in the absence of staff as assigned.

Operate a school bus or other district vehicle to transport students on a limited or emergency basis as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable traffic and pupil transportation laws, codes and regulations.

Principles and practices of supervision, training, coordination, scheduling and dispatch of a large pupil transportation program.

Proper operation of school buses.

Safe and defensive driving practices.

Federal motor vehicle safety standards.

Record-keeping techniques.

Principles of public speaking.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

