

ORANGE UNIFIED SCHOOL DISTRICT

TRANSPORTATION TRAINING SUPERVISOR

DEFINITION

Under direction, to plan, coordinate and supervise a classroom and behind the wheel bus driver training program; to review, monitor, audit, and evaluate bus driver behind the wheel performance to ensure that a high standard of performance is maintained; to plan, organize and conduct pupil transportation safety training programs and in-service training concerning new pupil transportation regulations and guidelines; to drive a bus on assigned routes; and to do other related work as directed.

ESSENTIAL DUTIES

- Plan, develop, organize, and supervise the conduct of training programs for bus drivers to ensure that safe driving practices are in adherence to District, State, California Highway Patrol transportation policies, rules and regulations.
- Aid, counsel and assist school bus drivers concerning student behavior management and other pupil transportation related problems and situations.
- Assist in the selection and the performance evaluation of bus drivers and transportation training personnel.
- May drive a bus in emergency situations over a designated route in accordance with a specified time schedule.
- Ride with bus drivers and evaluate new bus stops or changes in routes, and report observations of overhanging branches, view obstructions, and road hazards to appropriate agencies.
- Participate in the assignment of drivers to maximize the utilization of equipment and personnel.
- Prepare various management reports pertaining to student transportation personnel training.
- Plan, organize, and supervise the maintenance of bus driver and vehicle mechanic service personnel records, including license and certificated expirations, medical expirations and advance training hours for the renewal of the bus driver certificate.
- Plan, develop, and supervise the school bus driver certificate renewal training programs.
- Conduct safe driving and safe working methods and procedures training programs.
- Perform bus inspections with bus drivers and report damage, vandalism, malfunctions and defects.

QUALIFICATIONS

Knowledge of:

Principles, methods, techniques and strategies for the training of school bus drivers;
Provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers;
Methods, procedures and techniques related to a large pupil transportation operation;
Safe driving practices and methods and procedures.

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Ability to:

Plan, develop and supervise bus driver training and safety programs;
Assist in the planning and organization of effective and efficient bus routes and schedules;
Maintain accurate manual and automated records, and prepare complete and concise reports;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves operating a student transportation vehicle, sitting during much of the assignment, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience in the operation of a school bus, including two years involved with a school bus driver training program.

Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training and course work pertaining to school bus driver training and safety programs.

License and Certificate Requirements

Possession of a valid Class A or B, California Motor Vehicle Operator's License;
Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, including passage of a first aid examination.

Condition of Employment

Insurability by the Districts' liability insurance carrier.