

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Transportation Fleet Specialist	CLASSIFICATION:	Classified (Represented) Supervisor Association (CSA)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	1461	WORK YEAR:	12 Month
DEPARTMENT:	Transportation Services	SALARY:	Range 24 Salary Schedule G
REPORTS TO:	Director, Distribution Services	CABINET APPROVAL:	11-17-14

BASIC FUNCTION:

Under the general direction of the Director, Distribution Services, the Transportation Fleet Supervisor will organize and supervise the day-to-day operations of the District Transportation Services Department requiring independent, sound judgment, and accurate analysis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Organize and supervise the daily operations of the Dispatch/Scheduling department; monitor the assignments and schedules of transportation staff; and perform any and all duties in Dispatch as needed for coverage to ensure customers are adequately served. **E**

Develop and maintain the District's eligible overtime board for all evening, weekend, and holiday school bus trips. **E**

Open and close Department's offices and facility daily; ensure shift coverage from open to close. **E**

Report to the Director any alarm signals or other instances of abnormalities with opening or closing including intrusion alerts; act as the designated alarm contact Supervisor for after-hours alerts and alarms; and investigate and report to the Director any alarm alerts or malfunctions. **E**

Develop, maintain, and supervise the maintenance and performance of computerized routing for optimal bus routes for regular and special education students; recommend and implement revision of existing routes as needed; recommend and implement District-level changes to improve the efficiency of the Department; and ensure all routes are updated and accurate with the appropriate directions, maps, emergency student information as well as information regarding "No leave alone" students. **E**

Communicate and document all interactions of drivers, staff, parents, schools, general public and other customers pertinent to the Transportation Services Department. **E**

Establish and maintain outside agency customer accounts including invoicing and written correspondence. **E**

Supervise, schedule, and distribute the assignments of extra work in accordance with established guidelines; maintain the Transportation Hotline three times per day and document each update in writing. **E**

Supervise, train, and evaluate, the performance of assigned staff; participate in the interview and selection of new employees; keep accurate personnel records; make recommendations to the Director concerning staffing; and counsel and discipline assigned staff according to the District's policies and procedures. **E**

Supervise the coordination and collaboration between transportation, administrative placement, over enrollment, open enrollment, program improvement, special education, homeless/shelter, and foster youth residing programs. **E**

Coordinate and supervise all incoming requests for trips through the Trip Scheduler and make appropriate decisions of how trips are dispersed according to the Collective Bargaining Agreement and driver proficiency; perform Spot checks of Common Carrier Service providers to ensure compliance with rules and regulations as it relates to School Transportation. **E**

Provide technical expertise, information, and assistance regarding transportation as a related service within an IEP, 504 or disciplinary hearing /meeting. **E**

Plan, organize, and implement the District's transportation bus route bid process at least three times per year. **E**

Address and facilitate resolutions of problems that arise within the course of the day in effort to achieve continual improvement in service quality; document all complaints from the public and follow through within 24 hours of each occurrence. **E**

Ensure staff is compliant with District's rules and regulations in regards to time schedules; enforce Local, State and Federal laws, including but not limited to District Policy, Administrative Guidelines and Collective Bargaining Agreements. **E**

Organize, coordinate, schedule, and monitor compliance with various agencies and District partnerships such as non-public programs, non-profit organizations, Common Carriers, and Sacramento County Office of Education. **E**

Inspect, evaluate, and recommend to the Director: establishing legal school bus stops and conferring with a State Certified Instructors and California Highway Patrol as needed; visit school sites to observe and evaluate loading zones; work with officials to make changes; and make available to the CHP all bus stops established by the District annually and as needed. **E**

Establish and maintain excellent relationships with employees, school site staff, administration, families, and all other customers who interact with the Transportation Services Department. **E**

Assist employees with decisions made by the District or Transportation Services which may impact their day-to-day work duties. **E**

Investigate, write reports, and take photographs of all school bus accidents; counsel drivers and recommend corrective action on all at fault accidents; assist personnel at the scene including but not limited to writing reports and gathering information as needed; and maintain a mobile accident kit containing all necessary forms and equipment necessary to assist in the investigation. **E**

Supervise and provide support to staff on evening, weekend, and holiday field trips. **E**

Develop, implement, and manage the District's Federal mandated drug and alcohol testing program in compliance with all Local, State, and Federal codes, rules, and regulations. **E**

In conjunction with the Payroll Technician, coordinate and organize the Compensated Time Off (CTO) bank for all classified personnel within the Transportation Services Department and prepare monthly reports or as necessary as to the use of CTO earned and spent and submit to the Director of Distribution Services. **E**

Implement, organize, and keep accurate records of the Federal Drug and Alcohol program. This includes all testing for Pre-Employment, Random, Reasonable Suspicion, and Post-accident Drug and Alcohol testing. Must maintain a Bi-Annual (every two years) certification for Reasonable Cause Testing. **E**

Track and enforce drivers' hours that may conflict with the 8/80 rule under the Department of Transportation Rules and Regulations. This will include second job verification for each commercial driver. (13 CCR 1212.5) **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Transportation Services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five or more years of increasingly responsible supervisory work experience in school bus transportation. Advanced degree or course work in management, business administration, or education preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license; employee entrance evaluation (lifting test). Class A or B driver's license with passenger endorsement, School Bus Driver's Certificate, and Medical Examiners Certificate Card preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Vehicle Code, California Code of Regulations-Title 13, Department of Motor Vehicle regulations,

Department of Education training requirements applicable to the operation of vehicles in transporting students.

Federal motor vehicle safety laws as they apply to buses and drivers.

California rules and regulations of air quality.

California rules, regulations, and inspections of a refueling facility and storm water.

District policies and procedures related to assigned function.

Safety and maintenance requirements of bus equipment.

Principles of preventive maintenance.

Effective supervision practices, evaluation techniques, and leadership styles.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, related software, and standard office equipment.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Supervise, train, and evaluate the performance of assigned staff.

Prioritize, schedule, and assign work; provide technical assistance to others.
Maintain records, and prepare written reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Communicate effectively, and maintain cooperative relationships.
Operate a computer, related software, and standard office equipment.
Judge if drivers are fit to drive.
Analyze situations accurately, and adopt an effective course of action.
Understand and follow oral and written directions.
Meet District's standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; emergency call-out; noise from equipment operation; extreme weather conditions; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; stand, walk, and sit for extended periods of time; dexterity of hands and fingers to operate a computer, bend at the waist, kneel, crouch, and reach overhead, above the shoulders, and horizontally; carry, push, pull, and lift heavy objects and materials.

SAMPLE HAZARDS:

Subject to noise and fumes from equipment operation; contact with dissatisfied or abusive individuals.

(Former Classification Title: Supervisor I, Transportation Fleet)