

SUPERVISOR OF TRAINING

DEFINITION:

Under direction of the Director of Transportation, supervises the daily operations of the transportation department, including district driver training department, and the office technician positions to assure safe and efficient pupil transportation. This position requires strong proven abilities in organizations, leadership, and human relationship skills.

QUALIFICATIONS:

Experience: Three (3) years as a state certified school bus driver instructor.

Education: Any combination equivalent to graduation from high school and completion of the school bus driver instructor course from California Department of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the Director of Transportation in the absence of the Director
- Assist with supervision and evaluation of the scheduling, coordination and dispatching of buses for bus routes, field trips and extracurricular events, and scheduling of subs. Initiate and develop programs for proper coordination and utilization of District equipment and personnel.
- Supervise and evaluate the performance of assigned personnel
- Prepare candidates for certification by the department of education for DBTW and School Bus Driver Instructor
- Prepare and maintain accurate records related to vehicles and drivers. Assure proper licenses for subs and drivers and maintain accurate records of expiration dates.
- Communicate with parents and teachers and resolve issues or concerns as needed
- Direct and assign appropriate staff to perform training required for certification as a School Bus Driver
- Assure all district drivers comply with applicable Federal and State laws and regulations
- Assist with staff safety training meetings and prepare reports regarding attendance of appropriate personnel
- Review department safety, efficiencies and make recommendations to the Director as appropriate
- Operate software programs developed specifically for managing fleet maintenance and transportation services
- Maintain a vehicle inventory list of all transportation vehicles
- Effectively communicate with District personnel and outside agencies to exchange information, coordinate activities, resolve complaints, and concerns related to department safety, compliance, supplies, equipment, personnel, repairs, inspections and assigned work
- Respond to on road vehicle emergencies and breakdowns
- Investigate post-accident vehicles and prepare reports as appropriate
- Perform related duties as assigned

KNOWLEDGE:

- Scheduling, planning, organizing, and coordinating all aspects of the bus driver training program
- School bus transportation scheduling and policies
- Applicable laws, codes, rules, and regulations
- Principles and practices of supervision, evaluation, and training
- Operation of computer assigned software and email systems
- Oral and written communication skills
- Interpersonal skills using tact, courtesy, and patience
- Record-keeping and report preparation techniques

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ABILITIES AND SKILLS:

- Plan and supervise the work of others
- Prioritize and schedule work to be performed
- Prepare and maintain accurate records
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Read, comprehend, interpret and apply applicable laws, codes, rules, policies, and regulations

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: lifting, moving, grasping, carrying, pushing and/or pulling, manipulating heavy objects; climbing and balancing, stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone, enter data into a computer, operate power tools, and other tools and equipment.

Significant physical abilities include ability to stand, sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate and can be loud at times
- Employees in this position will be required to work indoors in a standard office environment and outdoors in school site and/or district department environments, come in direct contact with district staff and the public, and in a variety of weather conditions