

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - TRANSPORTATION SERVICES

BASIC FUNCTION:

Under the direction of the Director III-General Services, organize and direct the activities and operations of the Transportation Department; schedule and coordinate Special Education pupil transportation to and from schools, group and State homes; assure proper maintenance and repair of buses; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations and activities of the Transportation Department; determine appropriate vehicles to serve students with specialized needs and schedule Special Ed

Operate a computer and assigned software programs; operate other office equipment as assigned;

Attend a variety of meetings as assigned; attends staff meetings, training sessions and bus advisory committee meetings

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students.

Safe driving practices.

Principles and practices of supervision and training.

Record-keeping techniques.

Principles of efficient bus routing techniques and scheduling of employees.

Bus driver training techniques and procedures.

Supervision techniques and evaluation procedures.

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy.

LICENSES AND OTHER REQUIREMENTS:

Valid California Special Bus Driver's Certificate.
Possession of a valid California Bus Driver Instructor Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011

