



SCHOOL BUS OPERATIONS SUPERVISOR

Job Description
January 21, 2015

Description of Work

General Statement of Duties

Manage the daily operation of the District school bus garage and the maintenance of district school buses and safety vehicles, including completing vehicle inspection reports, and provide leadership and direct supervision to School District employed school bus drivers.

Supervision Received

Reports to the Transportation Director

Supervision Exercised

Exercises general supervision over district school bus drivers and district bus garage functions.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Supervise and monitor daily school bus driver and bus garage operations.

Maintain staffing for the school district school bus operation; inclusive of hiring school bus drivers and bus aides.

Assign and monitor school bus driver work assignments and evaluate performance; approve routine time off.

Monitor and approve school bus driver payroll records.

Monitor District Transportation Department Bus Operation, Safety Operations, and Emergency Response radio frequencies and dispatch District buses to transport students removed from routes for inappropriate conduct when requested by police, safety staff or administrative staff.

Instruct district school bus drivers in departmental policy and procedures, provide guidance to in how to respond to unusual and/or difficult situations; provide feedback to drivers to correct inappropriate actions and takes disciplinary action as required.

Ensure that District school buses and safety vehicles are maintained in compliance with State and Federal regulations. Coordinate and schedule maintenance and repair of equipment.

Supervise the drug and alcohol testing program as required by federal regulations.

Assist in developing specifications for the purchase of district owned school vehicles.

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Responsibilities (continued)

Maintain condition of district radar speed trailer and directs placement of the trailer at various locations throughout Saint Paul.

Supervise and or coordinate delivery of school safety instructional material and school patrol equipment.

Serve as substitute school bus driver in emergency situations.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Considerable knowledge of Minnesota State Patrol school bus inspection criteria and experience in applying this criteria to inspection of Type A through D and Type III school buses.

Considerable knowledge of federal and state laws, rules, and regulations, and district and department procedures relating to operation of school buses, including emergency evacuation of the bus, maintaining a safe and discipline environment on and around the school bus, and state and federal data privacy requirements.

Considerable knowledge of the operation of hydraulic and electro-mechanical wheelchair lifts, wheelchair securement devices, and related equipment, and the use of various special education adaptive devices.

Considerable knowledge of student behavior management.

Considerable knowledge of, and certification in, American Red Cross First Aid, adult, child and infant CPR. Some knowledge of medical conditions in order to know how to react in emergency situations

Considerable knowledge of, and experience in, two-way radio dispatch procedures and some working knowledge of digital trunked two-way radio systems.

Working knowledge of racial and sexual harassment and district policies and procedures on reporting it.

Working knowledge of United States Department of Transportation Regulations pertaining to drug and alcohol testing of commercial drivers.

Good oral and written communication skills.

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Knowledge, Skills and Abilities (continued)

Considerable ability to supervise, provide work direction to, and train employees.

Ability to assist drivers in performing school bus routes, sometimes without a mapped route copy providing direction and assistance over a two-way radio.

Ability to train drivers to operate wheelchair lifts and handle large and heavy motorized wheelchairs with a combined student/chair/equipment weight ranging up to 450 pounds.

Ability to train drivers how to safely physically carry students weighing from 100 to 300 pounds off the school bus in emergency situations.

Ability to train drivers in the correct procedures to handle and secure medical support equipment, including but not limited to, oxygen tanks, respirators, heart monitors, and batteries used to power equipment, aspirators and related equipment.

Ability to assist drivers in proper techniques to interact effectively with students who have a wide variety of special needs, including those who are medically fragile and emotionally-behaviorally disordered and with parents, school staff and the public.

Ability to train drivers in techniques to maintain a disciplined and safe environment in and around the school bus, techniques to intervene in confrontations between students and ways to exert control in a nonviolent manner.

Ability to prepare written reports relating to school bus operations, mechanical problems, inappropriate school bus driver behavior, and other operational matters.

Minimum Qualifications

- High school graduation or GED certificate and four years of experience in the management of a school bus garage or a large school bus operation or equivalent experience.
- Experience must include the operation of Type C and D school buses, special needs transportation, including in particular lift bus operations.
- Must have a valid class A or B Commercial Driver's License with unlimited school bus endorsement, passenger endorsement, and/or air brake restriction.
- Please note that a candidate's driving record will be reviewed prior to an offer of employment.