

## AREA BUS SUPERVISOR

### DEFINITION

Supervises student transportation operations in an area of the District.

### TYPICAL DUTIES

- Supervises a large group of school bus drivers and other assigned staff engaged in the transportation of students to and from school and on curricular trips.
- Works cooperatively with Central Routing Center staff to plan, review, and ensure accurate schedules and routing for transportation of students in an assigned area.
- Reviews and approves school bus drivers' Daily Bus Reports and other transportation forms for correctness of time, mileage, codes, job numbers, total passengers, and operating objectives.
- Maintains business and personnel records and reports, and prepares surveys, letters, and confidential correspondence.
- Compiles and prepares documents for data entry and enters data into various computer software applications and transportation systems.
- Monitors and ensures daily compliance with transportation service performance standards and cost-effectiveness, policy, and operating objectives.
- Schedules school bus drivers to ensure maximum utilization, efficiency, cost-effectiveness, and equity.
- Confers with school officials, parents, and the public concerning the policies of student transportation, student behavior problems on buses, and accommodations needed for assistance of students with special needs.
- Advises a Regional Transportation Manager of transportation needs and concerns in the area.
- Inspects buses and observes drivers to ensure compliance with safety regulations.
- Reports interference with student transportation services due to breakdowns, accidents, absence of drivers, or other causes.
- Drives a school bus as necessary to ensure continuity and timely delivery of service.
- Evaluates school bus drivers for proper performance of their duties and responsibilities and conducts training for drivers regarding District policies and procedures, changes in State Vehicle Code provisions, and safe driving practices.
- Advises contractors regarding student transportation operations, policies, and contractual obligations.
- Ensures that parents/guardians are notified of changes in student routing.
- Supervises bus loading and unloading of students at one or more schools and other loading points.
- Investigates and prepares written reports of accidents and incidents relating to student transportation and assists in obtaining information on status of injured persons.
- Interprets and enforces policies, procedures, and work rules for school bus drivers and assigned staff.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Bus Supervisor supervises student transportation operations for students in an area of the District, recommends that Central Routing Center staff make adjustments in routes, schedules driver assignments as necessary, and works with school and other personnel to resolve student transportation problems and to implement necessary procedures and assistive devices for students with special needs.

A Regional Transportation Manager manages student transportation services of a student transportation section of the Transportation Services Division and supervises the transporting of students from pickup points to schools and return on special trips in a geographic region of the District or for a District-wide program.

An Assistant Area Bus Supervisor assists an Area Bus Supervisor in supervising bus operations in a student transportation area and drives a school bus as assigned.

## SUPERVISION

General supervision is received from a Regional Transportation Manager. General supervision is exercised over District and contract school bus drivers and other assigned staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Vehicle Code, Handbook for School Bus Drivers of the Los Angeles Unified School District, and the traffic ordinances of public agencies in the County of Los Angeles
- California Highway Patrol regulations pertaining to student transportation
- District policies regarding student transportation operations, including standards of student behavior during busing and accommodations for students with special needs
- First-aid methods and emergency road service procedures
- Locations of District schools and offices
- Transportation planning procedures such as routing, scheduling, route consolidation, and establishment of safe school bus stops
- Computer software applications, including e-mail, Microsoft Word, Excel, computerized routing systems, and FileNet
- Effective labor relations practices and knowledge of applicable bargaining agreements
- Principles of progressive discipline procedures

### Ability to:

- Operate various types and sizes of school buses safely under varied and complex conditions
- Maximize efficiency of bus and driver assignments within policy guidelines of bus and driver assignments
- Complete work assignments in an environment with frequent interruptions
- Supervise effectively
- Work effectively with transportation managers, school administrators, parents, students, and officials of other governmental agencies
- Operate two-way radio equipment
- Write effective reports and keep records
- Exercise appropriate judgement to remedy operational problems with minimal delay
- Follow written and oral directives
- Operate a computer efficiently
- Plan and organize work
- Communicate effectively orally and in writing
- Maintain accurate manual and computerized records

### Special Physical Requirements:

- Sufficient strength to lift up to 60 lbs
- Assist students with special needs on and off the bus
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, and pull during bus inspections

Ability to operate wheelchair lift on buses and maneuver and secure wheelchairs and gurneys for students with special needs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college courses in child development. Completion of a course of at least 30 hours in supervision at an adult school or recognized college or university or completion of the Los Angeles Unified School District's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I.

### Experience:

Two years of experience as an LAUSD Assistant Area Bus Supervisor.

### Special:

Possession of a California Special Driver Certificate will be required prior to appointment. A valid California Driver License, Class A or B, with required school bus passenger transportation endorsements.  
(Licenses and certificates required at time of appointment must be maintained throughout District employment.)

## SPECIAL NOTE

Effective January 1, 1995, all employees in this classification are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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JPK