

ASSISTANT AREA BUS SUPERVISOR

DEFINITION

Assists in the supervision of student transportation operations in an assigned area and operates a bus.

TYPICAL DUTIES

- Assists in the supervision of school bus drivers and other assigned staff engaged in the transportation of students to and from school and on curricular trips
- Operates a school bus on a daily basis and transports students, as assigned, to resolve coverage issues.
- Assists an Area Bus Supervisor in working cooperatively with Central Routing Center staff to plan, review, and ensure accurate schedules for transportation of students in an assigned area.
- Assists in monitoring and ensuring daily compliance with transportation service performance standards, cost-effectiveness, policy, and operating objectives.
- Supervises bus loading and unloading of students at one or more schools or other loading points.
- Reviews and approves school bus drivers' "Daily Bus Reports" and other transportation forms for correctness of time, mileage, codes, job numbers, total passengers, overtime, and cost-effectiveness.
- Assists in evaluating school bus drivers for proper performance of duties and responsibilities, and assists in conducting training for drivers regarding District policies and procedures.
- Investigates and reports interference with student transportation services due to breakdown, absence of drivers, street blockage, or other causes, and does emergency routing or drives additional routes as needed.
- Prepares written reports of accidents or incidents relating to student transportation.
- Assists with compiling and preparing documents for data entry and enters data into various computer software applications and transportation systems.
- Advises contractors regarding student transportation operations, policies, and contractual obligations.
- Advises school bus drivers regarding changes in student transportation laws and regulations, District policies and procedures, and transportation concerns for students with special needs.
- Assists school officials and Central Routing Center staff in updating student transportation rosters and provides updated rosters to schools and drivers.
- Acts for the Area Bus Supervisor during absences.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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.

SUPERVISION

General supervision is received from an Area Bus Supervisor. 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
- First-aid methods and emergency road service procedures
- District policies and procedures regarding student transportation operations, including standards of student behavior during busing and accommodations for students with special needs
- Locations of District schools and offices
- Transportation planning procedures such as routing, scheduling, route consolidation, and establishing of safe school bus stops
- Computer software applications, including email, 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 all types and sizes of school buses safely under varied and complex conditions
- Supervise effectively
- Work effectively with transportation managers, school administrators, parents, and students
- Operate two-way radio equipment
- Operate a computer proficiently
- Write effective reports and keep records
- Exercise good judgement to remedy operational problems with minimal delay
- Follow written and oral directives
- 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 a school bus driver employed by LAUSD.

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 certificate required at time of appointment must be maintained throughout District employment.)

SPECIAL NOTE

Effective January 1, 1995, all employees in this classifications 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/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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JPK