FIELD OPERATIONS BUS SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and coordinates bus operation activities in a specific regional area.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises and coordinates field bus operation activities.

Conducts periodic inspections of the various satellite bus stations and busses to insure compliance with policies relating to preventive maintenance and safety standards.

Coordinates or conducts investigations of public complaints and traffic related accidents; submits reports and recommendations for proper actions.

Conducts periodic meetings with bus supervisors; directs the preparation of school bus routes for each district and coordinates bussing schedules with the various districts within the regional area.

Coordinates preventive maintenance servicing schedules with Transportation Maintennance Division.

Coordinates the preparation of reports and statistics concerning the activities of the respective region operation.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the bus operations policies, procedures, practices and program requirements.

Knowledge of traffic laws, regulations and safe driving practices.

Ability to supervise and coordinate field bus operation activities.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

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Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience as a school bus driver or equivalent
work and one year of supervisory experience; or

(b) Any equivalent combination of experience and training which
provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY1980

DAVID R. FLORES, Executive Director
Civil Service Commission