

**SCHOOL BUS OPERATIONS SUPERINTENDENT****NATURE OF WORK IN THIS CLASS:**

Administers the programs and activities of the Bus Operations Division, Department of Public Works.

**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.)

Administers the programs and activities of the Bus Operations Division.

Directs personnel and equipment engaged in the transportation of school children or others; formulates plans for the effective utilization of personnel and equipment; directs surveys and effects changes in routes to insure efficient, economical and equitable distribution of workload.

Coordinates and consults with the Department of Education and private school representatives regarding bus transportation of school children.

Reviews public complaints against bus drivers; investigates accidents and other related incidents; submits reports and initiates corrective actions.

Formulates and implements bus operations policies and procedures.

Advises operating and administrative officials on matters concerning bus operations.

Directs safety programs and training of employees in proper and safe methods of equipment operation, passenger control and discipline.

Directs the purchases of supplies, materials and equipment.

Prepares operational budget, reports and correspondence.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the laws, principles, practices and procedures governing the transportation of school children and bus operations.

Knowledge of the occupational hazards and safety precautions in the operation of school busses and transportation of school children.

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School Bus Operations Superintendent

Ability to administer the programs and activities of the Bus Operations Division.

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

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of progressively responsible experience in bus operations and three years of supervisory experience; or

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

ESTABLISHED: JULY 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission