

Manzanita Elementary School District  
627 E. Evans Reimer Rd  
Gary Rogers, Superintendent  
530-846-5594

JOB TITLE: Supervisor of Transportation/Maintenance/Grounds

Work Year: 12 months: 8 hours/day

SALARY LEVEL: Classified Salary Schedule-Supervisor of Trans/Maint/Grounds

---

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Transportation

- Supervises all bus routes and makes recommendations to Superintendent
- Reports any irregularities in existing bus routes to the Superintendent and recommends appropriate change(s).
- Supervises bus maintenance and ensures required maintenance schedules are followed.
- Supervises bus storage
- Performs duties of a Bus Driver when deemed necessary.
- Keeps records and reports as required by law and the District Superintendent
- Oversees and advises bus driver staff on accidents; review accident protocols and acts as transportation Accident Review Officer
- Directs all scheduling of buses and drivers for field trips.
- Performs related work as required.

Operations

- Coordinates district-wide compliance with Safety Data Sheets (SDS) and Occupational Health and Safety Administration (OSHA) regulations.
- Performs related work as required.

Maintenance/Mechanic

- Supervise, plan, organize, coordinate and oversee day-to-day maintenance/grounds activities
- Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair; assure proper completion of work orders
- Consult with administrators and outside contractors to coordinate, prioritize and schedule work projects; follow-up on work orders with District personnel to assure timely and proper payment for supplies and services purchased.

- Plan and implement a preventative maintenance program for all vehicles and equipment.
- Perform general overhaul, installation, repair, replacement and adjustment of parts as possible with equipment on hand
- Perform a prescribed preventative maintenance program on the bus
- Road test vehicles after work has been completed
- Maintain and provide for California Highway Patrol terminal inspections required record and reports.
- Recommend whether equipment or vehicles are repaired on site or out-sourced.
- Inspect school buses and sign forms indicating compliance with State requirements provided by law
- Perform work in adherence to safe work practices and procedures and in compliance with applicable standards and specifications, including performing work in accordance with and maintaining equipment as required by the California Highway Patrol and Vehicle Code; remaining current on all laws pertaining to safe maintenance and repair of school buses.

#### Bus Driver

- Performs a daily safety check on the bus before driving.
- Drives bus daily over designated routes, picking up and discharging students in accordance with time schedules.
- Obey and follow all pupil transportation rules and regulations as outlined by the district, the Department of Motor Vehicles, and the California Highway Patrol, and maintains valid required certificates.
- Escorts pupils across streets and roads as necessary and required.
- Transports students and instructors on special trips to various locations according to a planned schedule.
- Maintains order among students on the bus and at bus stops insuring that the students comply with the pupil transportation rules and regulations.
- Sees that all laws and regulations as set forth by the Education Code, the Department of Motor Vehicles and the Board of Trustees are met.
- Follows district policies regarding discipline of students and contacts with parents and other citizens.
- Assists in maintaining the bus in clean and safe operating condition.
- Submits daily bus reports.
- Answers questions about bus stops and scheduled times.
- Reports potential safety hazards to Director of Transportation.

#### Overall

- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Proof of a good driving record required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); 6 months recent experience as a bus driver or one year of recent experience as a commercial vehicle driver preferred. Two years experience in repair and maintenance of mechanic equipment with an emphasis on heavy duty vehicles.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of a valid California Commercial License with passenger, school bus and air brake endorsements and a valid California Special Drivers Certificate with a current Medical Examiner's Certificate. Automotive Service Excellence certification, District First Aid and CPR training is required and will be provided.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 100 pounds. However, while lifting amounts above 100 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.