

ASSISTANT SCHOOL BUS OPERATIONS SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

Assists in administering 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.)

Assists in directing personnel and bus equipment engaged in the transportation of school children or others; coordinates, reviews and approves bus schedules.

Conducts field inspections and conducts meetings with field operation supervisors to insure that work programs and activities are in conformance with objectives and policies of the department.

Reviews and certifies field trip requests and makes appropriate assignments to respective field supervisors; arranges for service of non-official field trips.

Reviews and conducts investigations on complaints against bus drivers for negligent incidents, traffic related accidents, student incidents or misconduct; recommends appropriate corrective actions.

Coordinates fuel allocations, supply, materials and equipment requisitions for the division.

Provides mileage and labor estimate costs for the use of bus transportation.

Coordinates the preparation and administration of the division's budget.

Assists in the development of training seminars, orientations and other related training programs; responsible for the execution of occupational safety measures.

Coordinates and prepares reports; compiles statistics and other data as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

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Assistant School Bus Operations
Superintendent

Knowledge of the occupational hazards and safety precautions in bus operations.

Ability to assist in administering 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 changes in 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 two years of supervisory experience; or

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

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission