

**FOREMAN II – TRANSPORTATION****DEFINITION:**

Under the supervision of the Transportation Administrator, oversees the development, coordination and revision of Transportation Services. Oversees General Ed and Special Education bus routes. Schedules the assignment of bus drivers to designated routes and special education event trips. Assists with the planning, coordination, and direction of District-wide Transportation support activities. Supervises and evaluates the work of assigned personnel; conducts training programs for department staff for improved performance, assists in interviewing and selecting transportation personnel. Performs a variety of administrative support functions for the Transportation department; drives a school bus as needed; performs other related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Foreman I classification is the entry-level classification in the Foreman series. The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversees District pupil load, service, extensions, modifications and other phases of transportation operations.
- Assist with preparation and administration of contract specifications and documents, vendor service agreements, rate adjustments and compliance with contract specifications for pupil transportation services.
- Assists with the oversight and management of the Federal Department of Transportation mandated Drug and Alcohol Testing program.
- Oversees Transportation service support programs.
- Provides site administrators with technical information and assistance relating to Transportation services.
- Assists in the evaluation of new products, equipment and work methods.
- Provides information, prepares reports, maintains records and assists the Administrator of Transportation with the administration of the District-wide Transportation program.
- Maintains records related to the Transportation program.
- Provides work direction and trains subordinates of Transportation.
- Ensures that good housekeeping practices and proper security measures are practiced throughout the Transportation Department.
- Oversees the development, coordination and revision of regular and special education bus routes and schedules; maintains the effective and efficient utilization of drivers and vehicles; accommodates changes in passenger load, pick-up points, and safety concerns; enforces compliance of routes and schedules with established policies and procedures.
- Oversees the scheduling and dispatching of bus drivers and vehicles; establishes routes and schedules in accordance with established guidelines; reviews routes and schedules to accommodate changes; updates route sheets for drivers.

- Operates a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill special education transportation requests; communicates with school bus drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notifies drivers or authorities as appropriate.
- Monitors, coordinates and prioritizes transportation needs and schedules; oversees arrival and departure times of drivers/buses; schedules substitute drivers and equipment as necessary; communicates with bus companies and schools to make transportation arrangements.
- Coordinates transportation for field trips and special education events.
- Prepares and maintains a variety of logs, lists, records, maps, reports and files related to pupil transportation.
- Performs a variety of administrative support functions for the Transportation department including answering telephones, greets visitors and responding to inquiries and special requests; sends and receives emails; directs inquiries to the appropriate department or person as needed; responds to parent, staff and student questions regarding transportation program; resolves pupil transportation issues and concerns.
- Provides technical expertise, information and assistance to the Administrator-Transportation, and other transportation staff regarding transportation activities.
- Compiles data from a variety of sources; types and inputs data related into an assigned system; creates new profiles in an assigned database; makes necessary corrections and assures accuracy of input data; prepares maps and routine instructions as required.
- Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Communicates with drivers, school and office staff regarding schedule or route changes; informs school sites of transportation schedule changes.
- Enforces District Policy and Procedures and maintains student discipline on the bus.
- Dispatches emergency equipment to breakdown or accident locations; contacts emergency services regarding vehicle collisions; notifies garage of inoperative vehicles.
- Attends and participates in meetings and in-service trainings as assigned.
- Drives a school bus over designated routes in accordance with time schedules as needed; observes and evaluates traffic conditions, and road hazards; drives other District vehicles as assigned.

## QUALIFICATIONS GUIDE

### Knowledge of:

- Principles and practices of transportation planning and dispatching transportation vehicles.
- Geographic areas of District, County, location and attendance boundaries of District schools.
- Appropriate pupil load and distributions.
- Safe driving methods, defensive driving practices and procedures.
- Proper operations of school buses.
- Applicable laws, codes, rules and regulations related to pupil transportation including provisions of California Vehicle Code and Education Code.
- Modern office practices, procedures and equipment.
- Operation of a computer, assigned software and two-way radio.
- Health and safety regulations.
- Telephone techniques and etiquette.
- Record-keeping, report preparation and filing techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Laws and regulations pertaining to school bus safety and operations.
- Organization and operation of school district transportation system.
- Organizational structure and design of a transportation operation.

- Principals of pupil management and disciplines.
- Principles of training , supervision and providing work direction to assigned staff.
- District organization, operations, regulations, policies and objectives related to position.
- Health and Safety regulations.
- Computers, technology and software related to Transportation.

**Ability to:**

- Coordinate and supervise the work of others.
- Oversee multiple efforts simultaneously.
- Coordinate and schedule the operations of Transportation services.
- Oversee Transportation service support programs.
- Oversee the work of others.
- Prioritize and schedule work.
- Understand and carry out oral and written instructions.
- Perform various duties to support the transportation requirements of the District.
- Plan, coordinate and develop bus routes and schedules.
- Assign bus drivers to designated routes and special education event trips.
- Review routes and schedules to accommodate changes.
- Prepare and maintain a variety of logs, records, reports and files.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Drive a school bus safely and efficiently.
- Observe legal and defensive driving practices.
- Work independently with little direction.
- Plan and organize work.
- Answer telephones and greet the public courteously.
- Understand and resolve issues, complaints or problems.
- Meet schedules and time lines.
- Operate a variety of office equipment including a computer and assigned software.
- Operate a two-way radio.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of experience driving a bus including responsibility for planning and scheduling bus routes including experience in a lead or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid unrestricted California driver's license with appropriate passenger endorsements.
- Current California Special Driver Certificate, valid for driving school buses.
- Current DMV approved Medical Certificate.
- Valid First Aid and Cardio Pulmonary Resuscitation (CPR) Certificate issued by an authorized agency.

**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.

- Hearing and speaking to exchange information in person and on the telephone.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to retrieve materials and files.
- Reaching overhead, above the shoulders or horizontally.

- Seeing to read a variety of materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

**WORK ENVIRONMENT:**

Indoor and outdoor work environment. Constant interruptions. Driving a vehicle to conduct work. 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. The noise level in the work environment is usually moderate.

Hazards include:

- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil, grease and gases.
- Traffic hazards.

~~Previously Revised: 06/2017~~

05/2021