

Range 30  
Hrs/day 8  
Hrs/week 40  
Months 12

SHASTA – TEHAMA – TRINITY  
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Transportation Supervisor  
(Classified Administrator)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To organize, schedule, direct, and supervise the day-to-day activities of the District's transportation department to include bus transportation and vehicle maintenance functions. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification train, assign, direct, coordinate, supervise, and formally evaluate the work of others. This job class is responsible for the day-to-day supervision and coordination required to provide a safe, timely, and efficient transportation service for students and staff. . This position requires specialized knowledge of local, State and Federal rules and regulations, logistics, recordkeeping and reporting applicable to scheduling, routing, maintenance and repair of District vehicles and equipment. This position is designated as supervisory, overtime exempt, and requires effective supervisory, organizational, problem solving, and decision making skills utilizing a high degree of initiative and judgment.

SUPERVISOR: Director of Physical Plant

TYPICAL DUTIES

- Organize, coordinate, direct, schedule, and supervise the day-to-day activities and operation related to the District's transportation department.
- Assign, schedule, and route District buses, vehicles and drivers. Schedule and coordinate rental vehicles for District staff travel.
- Supervise, direct, review, monitor and formally evaluate the performance of transportation department staff.
- Recommend disciplinary action where appropriate.
- Manage the District's CHP Motor carrier terminal; responsible to insure compliance with all applicable local, State and Federal laws, regulations and requirements.
- Responsible for compliance with the Bureau of Automotive Repair Government Fleet Smog Check Program as applicable to the District's vehicles.

- Responsible for compliance with California Air Resources Board Diesel Exhaust Emission Regulations applicable to the District's vehicles and equipment, including In-Use Off Road Construction, Public Agency and Utility, Portable, Stationary and Agricultural sources.
- Responsible to administer and coordinate the District's drug and alcohol abuse prevention program for students and staff.
- Responsible to administer District's Department of Motor Vehicle Pull Notice System, and review drivers' records to determine student and staff eligibility to operate district vehicles.
- Designated manager to coordinate and process all District Department of Motor Vehicle transactions.
- Evaluate, coordinate and manage operating agreements with CDF and USFS for emergency fire suppression use of District equipment, including submitting annual Cal EMA Salary Survey Analysis.
- Coordinate District delivery van service.
- Compile and report data to City of Redding, Shasta County and State of California for wide load permits.
- Compile data, report and manage District's Shasta County Air Resources Board permits.
- Compile data and process excise tax exemption forms.
- Manage District Underground Storage Tank (UST) facility, file State and county reports and permits, coordinate annual inspections, possess State UST Operators license and perform UST Operator routine inspections and maintenance.
- Prepare data for District vehicle and equipment insurance renewal.
- Establish and maintain the security of confidential records.
- Develop and implement timelines and work schedules for the completion of work assignments.
- Prepare a variety of reports, analysis and presentations using word processing, spreadsheet, data base and fleet management software.
- Recommend disciplinary action where appropriate.
- Attend a variety of meetings and serve on various District committees.
- Prepare annual Transportation Department Area Plan.
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- Assist in the hiring and supervise the training of transportation department staff.
- Administer the bus driver training program; provide training in first aid, safety, bus maintenance, laws and regulations, etc.
- Prepare the annual budget for transportation operations; specify the purchase of District vehicles and equipment.
- Establish and maintain records of operational costs; prepare a variety of reports and correspondence related to transportation and vehicle maintenance operations.
- Track, monitor and maintain fuel and oil supply levels to meet District needs
- Investigate and prepare accident and injury reports.
- Back charge District departments for materials, parts and , bus and van use.
- Supervise the shipping of materials for outreach programs to outlying areas of the District.
- Substitute for the Director of Physical Plant in his/her absence.

Serve as an information source and primary resource person to staff, instructors, administrators, students and the public regarding District transportation services, requirements and operations.

- Drive District vehicles as necessary.
- Perform other related duties similar to the above in scope and function as required.

## EMPLOYMENT STANDARDS

### Possession of:

- A valid and appropriate California commercial driver's license with passenger endorsement and school bus driver's certificate
- A safe driving record

### Knowledge of:

- California Vehicle Code, California Education Code, Title 13 and Title 23 California Code of Regulations, California Health and Safety Code, Title 49 Code of Federal Regulations.
- District policy and procedure

- Transportation routing and scheduling methods and techniques
- Supervisory methods and techniques
- Commercial vehicle and equipment repair, maintenance, preventative maintenance, and parts procurement processes
- Budget preparation and monitoring

Ability to:

- Develop and integrate department objectives to support institutional goals and mission statement
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- Foster an environment conducive to staff participation and contribution towards fulfilling the mission statement and institutional goals of Shasta College
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- Provide services to all Academic and Administrative departments throughout the District to support student success
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- Prepare department for audit and inspection by County and State agencies
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- Plan, schedule, supervise, and evaluate the work of others
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- Maintain budget; set purchasing priorities
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- Estimate resource needs; allocate and monitor assigned resources effectively
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- Develop processes and procedures to effectively meet the transportation and equipment maintenance needs of the District
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- Prepare reports, analyze data, maintain compliance with regulations
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- Establish and maintain effective work relationships with those contacted in the performance of required duties

Experience:

- Minimum of two years experience as a bus driver
- Minimum of two years experience in mechanical field work
- Minimum of two years supervisory experience

Education:

- Associate degree or equivalent education, training and experience

Board Approved 10/09/2013