

HEAD START STUDENT TRANSPORTATION SUPERVISOR

DEFINITION: Under general direction, performs work of moderate difficulty in overseeing and coordinating the operations of transportation services of Navajo Head Start; develops, implements and maintains fleet maintenance schedules and bus routes; hires and supervises bus drivers, orders busses and equipment; develops and implements transportation policies and procedures; manages budget and expenditures; maintains related records; ensures compliance with the Head Start Performance Standards and applicable local, state and federal student transportation regulations through ongoing, consistent review, monitoring and follow up; collaborates with all other Head Start components in order to provide quality controls, training, services and compliance monitoring; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and supervises the transportation services for Head Start and Early Head Start including fleet services and operations; ensures safe and efficient student transportation services; monitors fleet and bus service maintenance and inspections; develops, maintains and interprets policies and procedures in accordance with federal and state regulations, agency directives and guidelines; establishes goals, objectives and priorities for transportation and fleet services; develops and implements internal control mechanisms to maintain program accountability and transparency; assists in the development of corrective action plans to address non-compliance, violations and deficiencies in regards to fleet services; meets with management team and provides technical assistance and support to ensure program effectiveness; develops and manages budgets, contracts, special projects and proposals; monitors expenditures.

Arranges for repairs, maintenance and annual inspections of all school buses and program vehicles; monitors fleet services maintenance and inspections; performs ongoing monitoring of federal and state transportation regulations including evacuation drills, ride-along, pre and post trip inspections; maintains and monitors records of assigned buses, fuel expenditures and routine maintenance; develops and maintains record keeping system that includes vehicle mileage records, schedule of vehicle maintenance and costs, driver training and current driving status, safety equipment; completes required reports; provides training and technical assistance for fleet personnel in accordance with state, tribal and federal regulations; arranges functional bus routes and ensures bus loading zones are safe for children; ensures all safety equipment is in vehicles at all times.

Hires, trains, supervises and evaluates the performance of bus drivers and assigned staff; assigns and reviews work of staff; conducts performance appraisals; takes appropriate action when necessary; ensures drivers are trained, licensed, tested and certified by monitoring all credentials of bus drivers such as commercial driver's license (CDL), Navajo Nation vehicle operator's permit, annual certifications; maintains accurate records/documentation of bus driver training, licensing, testing, physical examinations, driving records, etc.; monitors fire and bus evacuation drills and ensures that drills are conducted; responsible for documenting program services and activities for maintaining safety precautions of transportation and fleet services; responsible for documenting program services and activities for maintaining safety precautions of transportation and fleet services; may act as substitute bus driver or provide transportation for field trips as needed; attends meetings, training and professional development activities; may perform special projects as assigned by the Head Start Support Services Manager or Assistant Superintendent.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

HEAD START STUDENT TRANSPORTATION SUPERVISOR

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of state and local regulations governing the transportation of children to and from school.
Knowledge of school bus transportation systems.
Knowledge of budget and reporting systems, program analysis and performance measures.
Knowledge of quality improvement processes, protocols, changes and updates.
Knowledge of program operation activities, mission and client service requirements.
Knowledge of occupational safety and health policies and procedures related to vehicle maintenance and repair.
Skill in developing and executing documents and reports, goals and objectives and program performance measures.
Skill in making decisions and problem solving in many areas including supervisory issues.
Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.
Skill in providing advice and direction to subordinate managers, supervisors and staff.
Skill in prioritizing, scheduling, assigning and reviewing work.
Skill in safely instructing others in the proper use and applications of a variety of technical equipment and tools utilized in the repair and maintenance of fleet vehicles.
Skill in researching, analyzing, interpreting technical manuals and resources.
Skill in oral and written communications with strong emphasis in providing training.
Ability to determine and prioritize demanding workload.
Ability to handle highly stressful and sensitive situations in a professional manner.
Ability to interpret and implement complex policies and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves traveling to remote locations, driving in adverse weather conditions and exposure to potentially hazardous chemicals and fumes.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and four (4) years of administrative experience in student transportation or fleet management which includes two (2) years directing, planning and operations activities.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Business, Automotive Technology or related field.
- Five (5) years of senior level fleet maintenance and repair experience.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Additional license may be required. Incumbent must abide by the program's standards of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.