



Heidi Kaur

Transportation Supervisor

Overseeing fleet scheduling and DOT compliance for a 22-bus operation, this transportation supervisor increased student transport capacity by 38.8% by restructuring pairings and staggering bell schedules at 4 district schools. Twelve years of school transportation experience include achieving a 97.58% compliance audit pass rate by standardizing driver file documentation and vehicle records, maintaining first-aid certification, and accumulating over 187,000 accident-free miles.

CONTACT INFORMATION

-  (509) 555-0132
-  heidi.kaur@example.com
-  Ellensburg, WA 12345

EDUCATION

BS Business Administration - General Business
Central Washington University, Ellensburg, WA
2012 – 2014

KEY SKILLS

- DOT and FMCSA Regulations
- Fleet Scheduling and Logistics
- GPS Navigation
- Two-Way Radio Communication
- Pre-Trip and Post-Trip Inspections
- Vehicle Maintenance Log Review
- ADA Accessibility Compliance
- First Aid and AED Response
- Fleet Coordination
- Daily Paperwork and Reporting

PROFESSIONAL EXPERIENCE

- **Transportation Supervisor, Kittitas Valley School Transportation, Ellensburg, WA**
2020 – Present
 - Increased student transport capacity by 38.8% across a 22-bus fleet by restructuring pairings and staggering bell schedules at 4 district schools.
 - Maintained 11 consecutive years without a personal traffic violation while driving backup runs and conducting road observations of assigned drivers.
 - Achieved a compliance audit pass rate of 97.58% across DOT and FMCSA inspections by standardizing driver file documentation and vehicle records.
 - Reported bus malfunctions and coordinated repairs with the maintenance shop, keeping an average turnaround of 14 hours per work order for 22 vehicles.
 - Maintained current first-aid certification and conducted quarterly emergency-procedure refreshers covering AED use and student evacuation for all drivers.
- **Lead School Bus Driver, Yakima Ridge Pupil Services LLC, Yakima, WA**
2017 – 2020
 - Grew afternoon transport capacity by 37.9% on a 6-bus operation by consolidating overlapping stops and adding a second-tier pickup schedule.
 - Passed 8 consecutive compliance audits with zero deficiencies by verifying credentials, medical certificates, and training records for 9 drivers each semester.
 - Read maps and followed written directions to plan detours during 3 seasonal road closures, keeping all buses within 7 minutes of scheduled arrival times.
 - Documented mechanical issues on vehicle maintenance logs and relayed urgent findings to the shop via two-way radio, averaging a 22-minute response for brake and lighting concerns.
- **School Bus Driver, Taneum Creek School District Transport, Cle Elum, WA**
2014 – 2017
 - Operated a 72-passenger school bus on mountain roads for 3 years without a traffic violation, covering 187,340 accident-free miles.
 - Scored a 5 out of 5 compliance rate on DOT walk-around audits by keeping daily paperwork complete and current before each departure.
 - Followed written geographic directions and GPS navigation to serve 8 rural stops spanning 34 miles each morning, adjusting for weather-related detours within 9 minutes.

CERTIFICATIONS

- Commercial Driver's License with Passenger (P) and School Bus (S) Endorsements, Home state driver licensing agency, under FMCSA minimum standards, 2014
- DOT Medical Examiner's Certificate, Certified medical examiner listed on the FMCSA National Registry, which receives the exam result, 2024
- First Aid/CPR/AED, American Red Cross, 2024