

TRANSPORTATION DIRECTOR

JOB SUMMARY

Under direction of the Assistant Superintendent of Business Services, plan, organize, direct, coordinate, and supervise the District's pupil transportation program. Oversee and coordinate the maintenance and repair of District buses and vehicles.

TYPICAL DUTIES

Plan, organize, direct, and coordinate the operation of the transportation department; abiding by District policy and State law, establish bus routes and schedules, both regular and special education; oversee and coordinate the maintenance, repair, servicing, and cleaning of District vehicles and buses; direct driver training activities including providing defensive driving instruction to District employees who drive District vehicles; train, supervise, and evaluate the personnel assigned to the Transportation Department. Plan, organize, direct, and supervise the "fee-for-service" program for regular home-to-school transportation; develop and administer department budget; conduct long range planning activities including cost analyses and recommendations for improving the overall effectiveness of transportation services; develop recommended procedures for the acquisition and disposition of the bus fleet, equipment, machinery, and other District vehicles; conduct traffic safety, pupil load, service extensions and modifications and related studies; maintain records of operations and costs in conformance with District and State policies; advise District management staff on transportation related matters and maintain close liaison with school administrators to coordinate and expedite transportation services; interpret provisions of law, District policy and procedures related to pupil transportation to staff, parents, and general public. Respond to requests for information and complaints and resolve problems from parents and citizens pertaining to the District's transportation of students. Ensure departmental compliance with various licensing and certification requirements; coordinate District field trips, special events, and other special transportation schedules; perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include the equivalent to graduation from high school supplemented by training in management and five years increasingly responsible transportation operations experience with at least two years in a supervisory capacity. See license requirement on back.

Knowledge of:

Laws and regulations governing the transportation of school age children; planning, scheduling, and supervising personnel and equipment to meet schedule requirements; principles of supervision and training; methods, materials, tools, and equipment use in the maintenance and repair of a wide variety of fleet vehicles and equipment; oral and written communication skills; record keeping, cost records and reporting.

Ability to:

Plan, organize, direct, and supervise the District' s pupil transportation program; train, supervise, and evaluate the performance of assigned personnel; oversee and coordinate the maintenance and repair of District buses and vehicles; deal and work effectively with all staff, pupils, and public; maintain operating and control records; plan and lay out bus routes and schedules under District policy and state laws; prepare budget estimates; controls costs through planned cost analyses; communicate effectively both orally and in writing.

LICENSE

Must possess a valid California Class B-PS driver's license; a valid, unrestricted California special driver certificate; an American Red Cross First Aid Certificate (or pass equivalent test given by the CHP); and a current medical certificate.

PHYSICAL ABILITY

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability. Operate vehicle to travel independently on short notice to other district or community locations to inspect or conduct work.

**WORKING
CONDITIONS**

Transportation office and bus yard environment subject to noise and fumes from buses and other vehicles. Subject to district, community, regional and state business travel to attend meetings and conduct work during day and evening hours. Subject to attending evening Board meetings.