



For the future of every student

## **CLASS TITLE: DIRECTOR, TRANSPORTATION**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Business Services, plan, organize, direct and manage the activities and operations of the District's transportation operations including vehicle maintenance, to assure safe, timely and efficient transportation of students to and from school and various other locations; direct, supervise and evaluate the performance of assigned personnel. This job classification operates at a department management level of responsibility servicing a multi-site school district requiring specialized knowledge of safety and logistics as applied to the scheduling, routing, maintenance and repair of District school buses and other vehicle/equipment as well as a high degree of organizational planning and management skills.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Plan, organize, direct and manage District transportation operations, routing, scheduling and activities to assure safe, timely and efficient transportation of students to and from school and various other locations; establish and maintain transportation timelines and priorities; assure transportation activities comply with applicable laws, codes, rules, regulations, policies and procedures.
- Coordinate and direct communications, information, budgets, training activities, contracts, safety functions, vehicle maintenance and personnel to meet student transportation needs and assure smooth and efficient department operations; direct activities to assure proper and timely resolution of transportation and related scheduling and routing issues, complaints and conflicts.
- Direct, coordinate and provide guidance to staff in the planning, development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities, field trips and sporting events; ensure routes are adjusted to meet needs of school district calendars, address changes, new students, and school, student and service requests. Assure safety of pick-up and drop-off locations.
- Supervise, counsel, evaluate and motivate assigned staff; recommend transfers, reassignment, and disciplinary actions; coordinate employee assignments and review work to assure compliance with established standards, requirements and procedures; oversee and participate in dispatching of bus drivers.
- Develop and implement a recruitment and retention plan for bus drivers and other transportation personnel in collaboration with the Human Resources Department; participate in the selection, testing and interviewing of applicants for positions within the Transportation Department.
- Establish, implement and coordinate operations and activities involved in the maintenance of school buses and various other District vehicles; coordinate activities to assure safe and proper operating condition of District buses and vehicles; direct the troubleshooting, diagnosis and repair of vehicle problems and malfunctions; assure proper repair or replacement of parts and components as needed.
- Plan, organize, direct and assure proper completion of required daily safety inspections of buses; assure transportation activities comply with State and federal regulations and established requirements of the California State Department of Education and the California Highway Patrol; review bus inspection reports to assure compliance.
- Coordinate and direct training programs and activities to enhance bus driver and other

transportation personnel skills, and to assure understanding of safety practices, procedures and regulations, including pupil management skills; assure proper training and certification of District bus drivers in accordance with established regulations and requirements.

- Compile information and coordinate the preparation and maintenance of various records and reports related to inspections, routes, bus drivers, vehicles, certification, schedules, personnel, training, licensing, contracts, mileage, financial activity, budgets and assigned duties; assure mandated reports are completed in accordance with established time lines.
- Assist in the development and preparation of the annual department budget; review and evaluate budgetary and financial data; manage and authorize expenditures in accordance with established limitations.
- Review, evaluate, prepare, process and approve employee timesheets, requisitions, receivables, work orders, payables, contracts, grant applications, bids, proposals and various other department forms and documents; prepare, distribute and respond to a variety of correspondence.
- Develop and implement operating policies, procedures and guidelines for the Transportation department; monitor, analyze and adjust transportation activities in response to student and District needs.
- Provide technical information and assistance to the Assistant Superintendent-Business Services regarding transportation activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Communicate with District personnel, parents and various outside agencies to exchange information, coordinate routes and activities, and resolve issues or concerns.
- Monitor bus stops for safety, proper student control and compliance with District, local and State rules and regulations; make appropriate adjustments as needed.
- Maintain current knowledge and keep department personnel current concerning applicable transportation laws, rules, regulations and related District policies and procedures.
- Direct and ensure accurate data entry of driver hours, trips and other related information into an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized reports.
- Coordinate response to accidents, road closures, emergencies and various other transportation issues. Establish and maintain an effective working relationship with the California Highway Patrol.
- Attend, conduct and participate in a variety of meetings as assigned; attend and participate in various in-services as directed; prepare and deliver oral presentations concerning Transportation operations and related issues, needs and activities.
- May drive a school bus to transport students safely and efficiently to various locations as needed; pick up and discharge students in accordance with established timelines; observe legal and defensive driving practices; and maintain order and discipline among passengers on the bus.
- Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization and direction of District transportation operations, routing, scheduling and activities.

Standards, requirements, procedures and techniques involved in assuring safe and timely transportation of special education and other students.

Principles and practices of student transportation.

Scheduling and coordination of transportation activities.

Principles of efficient and economical bus routing techniques.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures, (i.e California State Motor Vehicle Code,

State Education Code, District policies, etc. related to the operation and maintenance of vehicles used in transporting students.)

Operation of a computer and assigned software that support this level of work, including but not limited to skills in word processing, spreadsheet and presentation.

Budget preparation and control.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Effective oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations related to school district transportation operations.

#### ABILITY TO:

Effectively and efficiently plan, organize, direct and manage District transportation operations, routing, scheduling and activities to assure safe and timely transportation of students to and from school and various other locations.

Coordinate and direct communications, information, budgets, training activities, contracts, safety functions, vehicle maintenance and personnel to meet student transportation needs and assure smooth and efficient Department activities.

Supervise and evaluate the performance of assigned personnel.

Interpret, apply, explain and assure compliance with student transportation laws, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with District administrators, site principals, staff, parents and others within the community.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Creatively and effectively match resources to needs.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive reports.

Direct the maintenance of various records related to assigned activities.

Maintain regular and consistent attendance.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to graduation from high school (or equivalent) and five years increasingly responsible transportation services experience including two years in a supervisory capacity. College level coursework in business administration, public administration or transportation is desirable.

#### **LICENSES AND OTHER REQUIREMENTS:**

Required: A valid California Driver's License.

Highly Desirable:

- Valid California Class B commercial driver's license with passenger, school bus and air brake endorsements.
- Valid and appropriate California Special Driver Certificate.
- Valid First Aid Certification issued by an authorized agency.

#### **WORKING CONDITIONS:**

ENVIRONMENT:

School bus, indoor and outdoor environment.  
Exposure to fumes, dust, odors, oil/grease and gases.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information.  
Reaching, pulling and pushing to open bus doors.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders or horizontally.  
Seeing to read a variety of materials.

**HAZARDS:**

Traffic hazards.  
Driving a vehicle during adverse weather conditions.

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