

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TRANSPORTATION DIRECTOR**
Department: Transportation
Report To: Assistant Superintendent of Business and Support Services

SUMMARY:

Responsible for the coordination and management of the various aspects of the transportation system. This is a management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Evaluates District transportation needs by planning and scheduling bus routes.
- * Coordinates assignment of drivers to routes.
- * Checks and evaluates each route and driver regularly.
- * Coordinates and secures substitute drivers.
- * Inspects vehicles and assesses the need for maintenance work.
- * Responds to questions and complaints from the public and District staff regarding school bus service.
- * Participates in interviews with parents and principals regarding behavior of students.
- * Maintains transportation records and prepares a variety of reports.
- * Acts as a substitute bus driver when required.
- * Assists in the selection, assignment and evaluation of transportation personnel.
- * Provides bus evacuation drills for students in accordance with federal and state requirements.
- * Coordinates and provides training for transportation personnel.
- * Works with the California Highway Patrol Pupil Safety Officer.
- * Coordinates field trips.
- * Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES:

Supervises all employees within the transportation department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School or general education degree GED. Experience in general transportation operations.

EMPLOYMENT STANDARDS:

Possession of a valid endorsed Type B California Commercial Drivers License; a valid California School Bus Driver's Certificate; a valid California School Bus Driver Instructor's Certificate; a valid medical (DL51).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of district.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Knowledge of basic first aid practices, procedures, and techniques; laws and safety code sections applicable to the operation of school transportation vehicles; standard practices involved in routing and scheduling of personnel and vehicles; principles of supervision and training. Ability to develop and maintain school bus routes and schedules; monitor and train transportation personnel; maintain accurate records and complete necessary reports; operate a school bus safely and efficiently; understand and communicate oral and written instructions in an easily understood manner; establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.