

**BUENA PARK SCHOOL DISTRICT**  
**ASSISTANT DIRECTOR OF MAINTENANCE, OPERATIONS & TRANSPORTATION**

**DEFINITION**

Under administrative direction of the Director of Maintenance Operations & Transportation, direct and supervise, plan and coordinate the safe operation of the transportation program and preventative maintenance and repair program for District buses and support vehicles. Supervise and direct maintenance and custodial operations as assigned. Assumes and performs other responsibilities and duties as required.

**EXAMPLES OF DUTIES**

Plans, organizes and supervises the maintenance, operations and transportation program; studies and analyzes pupil transportation requirements for each school area; applies District policies and prepares or supervises the preparation of an integrated and efficient system of bus routes and schedules of regular and special education; assigns, reviews, audits and modifies bus routes and schedules as required; confers with principals, District administrative staff, drivers, pupils, and parents concerning pupil transportation problems, special field and athletic trips and transportation operations; directs the maintenance of all vehicles and establishes and supervises a preventive maintenance schedule to comply with District and California Highway Patrol regulations; directs bus evacuation and safe bus riding training; conducts or supervises training and retraining inservices and records required by state for licensing of bus drivers; develops a schedule of dispatching personnel and supervises the transportation communication network; supervises and evaluates the performance of all subordinate departmental employees; compiles and maintains records for Annual Transportation Report and Special Education reports; serve as the District office liaison for custodial scheduling and oversee custodial supply ordering; schedule and oversee all summer cleaning; prepares and submits annual budget requests for all transportation supplies and equipment; recommends new policies and procedures; interviews prospective employees and makes recommendations regarding their employment; requisitions supplies and equipment as needed; drives bus on an emergency basis only; orders fuel, investigates accidents and files reports with California Highway Patrol or local polices; performs other duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Planning, management and supervision of a school district maintenance and transportation system, including scheduling, costs controls, equipment utilization, public relations, and legal aspects; methods, practices, equipment and supplies used in facilities and heavy duty vehicle maintenance and repair program; principles and techniques of effective supervision and training, employee orientation and inservice training; principles and techniques of budgeting, records systems, statistical reporting, and transportation computer systems.

**Ability to:**

Plan, organize and direct the safe and efficient operation of the facilities maintenance and student transportation system. Supervise, train and evaluate employees. Estimate and requisition supplies

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and equipment as needed. Prepare and submit statistical and narrative reports. Establish and maintain cooperative and effective relationships with instructional personnel, students, parents and the public. Drive a school bus and other automotive equipment in a safe and efficient manner. Ability to perform essential functions of the job with or without reasonable accommodation.

**EXPERIENCE**

Equivalent to a minimum of five years of progressively responsible experience in pupil transportation and/or facilities maintenance and operations, including at least two years in a supervisory capacity involving responsibilities for bus routing, driver training, and vehicle maintenance. Service as a bus driver, garage supervisor, dispatcher, or bus driver trainer can be substituted for three of the five years.

**EDUCATION**

Equivalent to the completion of twelfth grade, supplemented by coursework in transportation, supervision, vehicle maintenance, business administration or a closely related field.

**LICENSE REQUIREMENT**

Possession of valid class B commercial California drivers license with passenger endorsement.  
Possession of a School Bus Drivers Certificate issued by the California Highway Patrol with no equipment restrictions.  
Possession of a State Department of Education School Bus Driver Instructor Certificate.

**CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.

Board Approved: August 25, 2008