



LOMPEC UNIFIED SCHOOL DISTRICT

MANAGER- TRANSPORTATION SERVICES

JOB SUMMARY:

Under the direction of the Assistant Superintendent, Business Services, plan, organize, control and manage the activities and operations of the Transportation Department; ensure safe and timely operations; schedule, route and dispatch pupil transportation to and from schools, athletic events, charter trips and field trips; ensure proper maintenance and repair of buses, District vehicles and equipment; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and manage the activities and operations of the Transportation Department; ensure safe and timely operations; maintain current knowledge of and ensure compliance with applicable laws, codes, rules and regulations.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; maintain the employee random drug testing pool.
- Schedule and route pupil transportation to and from schools, athletic events and field trips; assign students to routes; ensure appropriate approvals have been received for field trips; establish routes for regular and special education students.
- Operate a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions and other concerns; notify authorities as appropriate.
- Assign routes and field trips to drivers in accordance with established guidelines; coordinate time off for bus drivers; arrange for substitutes as necessary.
- Plan, organize and conduct in-services, classroom sessions and behind-the-wheel training programs for new and current bus drivers; evaluate the competency of applicants and current bus drivers; train drivers in the proper use of special education equipment and related apparatus.
- Schedule and conduct periodic safety meetings; interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures; plan, schedule and conduct evacuation drills.
- Conduct and oversee daily bus inspections; ensure drivers are maintaining proper standards of cleanliness and safety; ensure school bus fleet maintenance records are in compliance with Federal and State regulations; serve as a liaison with California Highway Patrol representatives.
- Oversee the maintenance and repair of District vehicles and equipment; conduct bus and vehicle inspections; report damage or vandalism; supervise and coordinate the District vehicle preventive maintenance program; ensure compliance with applicable safety regulations and requirements.
- Assist in the development, preparation and administration of the annual preliminary budget for the Transportation Department; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established procedures; prepare bids for the purchase of equipment and buses; maintain equipment inventory and related reports.
- Receive emergency calls in the evenings and on weekends regarding buses, drivers, students and activity trips; answer telephone calls, emails and greet visitors; respond to inquiries and resolve conflicts.

- Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; update and maintain of a variety of bus driver license and certificate expirations, medical expirations and advance training hours required for the renewal of bus driver certificates; determine driver eligibility; notify drivers of upcoming expirations.
- Prepare and write grant proposals; research additional funding sources.
- Communicate with other administrators, personnel, parents and outside organizations to coordinate activities and programs, resolve issues, complaints, conflicts and exchange information.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Drive a school bus in emergency or relief situations.
- Frequent interruptions and changing work priorities.
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REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Associate's degree in a related field and four years of increasingly responsible experience in public transportation work including bus routing, dispatching, scheduling and driver training.

Licenses and other Requirements

- Valid California School Bus Driver Trainer certification.
- Valid California Commercial Driver's License Class A or B with appropriate passenger, school bus and air brake endorsements.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid Medical Examiner's Certificate.
- Successful completion of the Transportation Administrators Course as required by the California Department of Education.

Knowledge of:

- Management of student transportation and vehicle fleet maintenance.
- Applicable laws, codes, regulations, policies and procedures related to assigned activities.
- Principles and practices of administration, supervision and training.
- Principles and techniques of route scheduling.
- Methods, practices and procedures of dispatching transportation vehicles.
- District boundaries.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Safe driving practices.

Ability to:

- Plan, organize, control and manage the activities and operations of the Transportation Department.
- Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Manager- Transportation Services

- Analyze, develop, revise and improve upon programs, methods and procedures.
- Plan, organize and schedule classes for new applicants and advanced training for District drivers.
- Accept and carry out responsibility for direction, control and planning.
- Train, supervise and evaluate the performance of assigned personnel.
- Observe legal and defensive driving practices.
- Operate a variety of office equipment including a computer and assigned software.
- Read maps and prepare efficient and effective bus routes.
- Operate a two-way radio.
- Prepare clear, concise and accurate reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain a variety of records and files related to assigned activities.
- Meet schedules and timelines.
- Plan and organize work.
- Complete work with many interruptions.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/School Bus environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.
- Frequent interruptions and changing work priorities.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to reach files and inspect buses.
- Bending at the waist, kneeling or crouching to inspect buses. Seeing to read a variety of materials and inspect buses.
- Generally, the job requires 70% sitting, 15% walking and 15% standing.

Hazards:

- Working around and with machinery having moving parts.
- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: Level II (Classified Management)

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