



## JOB DESCRIPTION

**Position Code:** 801  
**Management Group:** SJAA  
**Salary Range:** 10  
**Work Calendar:** 001  
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**POSITION TITLE:** Manager, Transportation Operations

**DEFINITION:** Under general supervision, coordinates and schedules driver training operations for the district; coordinates and schedules transportation services for students within the district with exceptional needs; prepares and maintains accurate records related to training programs and required licensing of drivers.

**DIRECTLY RESPONSIBLE TO:** Director, Transportation

**SUPERVISION OVER:** Classified employees as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Plans, coordinates, tests and evaluates telematics projects and implements best practices to meet department goals and objectives.
2. Assists with departmental budget development and monitoring of expenditures in accordance with established policies.
3. May prepare purchase requisitions for materials, supplies, and/or other equipment.
4. Ensures policies and procedures are adhered to and implemented effectively and efficiently and the department maintains compliance with applicable federal and state laws.
5. Coordinates department training programs and schedules for staff orientations and vehicle inspection training.
6. Collaborates in the development of training content, visual aids, demonstrations, handouts, and other instructional materials and forms of communication and evaluates the effectiveness of training programs.
7. Advises management on transportation industry safety standards and remains abreast of the latest industry trends.
8. Makes recommendations regarding department rules, regulations, and procedures affecting policies and procedures.
9. Acts as liaison for the department by connecting with local, state, and federal agencies.
10. Interprets district rules and federal, state, and local laws/regulations specific to student transportation services.
11. Coordinates investigations and resolves service complaints received by district personnel or public relating to student transportation.
12. Participates in accident investigations to determine potential training needs for driver education or safety.
13. Ensures the accuracy and maintenance of files and records pertaining to accidents, investigations, complaints, and licensing of district drivers.
14. Coordinates with vendors regarding student transportation services and contractual obligations, as needed.
15. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Education and/or experience equivalent to a Bachelor's Degree in Business Administration or closely related field, typically found with at least five years of increasingly responsible experience, in a supervisory role, with bus routing/driving or other related transportation experience which demonstrates ability to perform the duties of the position is preferred.

### Licenses and Certifications:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Staff hired for this position who are in possession of the following licenses/certification must maintain these during employment with the district:
  - Valid California Class B Commercial Driver's License with P and S endorsements and air-brake certification
  - Valid California School Bus Driver's Certificate
  - Valid First-Aid Certificate
  - Valid medical certificate approved by the California Department of Motor Vehicles
  - Any and all licenses/certifications may not include any vehicular restrictions other than, 'Automatic Transmission Only'

### Knowledge, Skills, and Abilities:

- Knowledge of the provisions of California Education Code, California Vehicle Code and California Administration Code relating to the transportation of students
- Knowledge of district safety practices and procedures
- Knowledge of the tools, methods, materials and equipment used in the maintenance and repair of mechanical equipment and vehicles
- Knowledge of transportation scheduling and routing methods and techniques
- Knowledge of public agency budgets, accounting procedures and terminology
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of telematics principles and best practices
- Ability to effectively train and supervise assigned personnel
- Ability to understand and follow verbal and written instructions
- Ability to read, interpret, and implement district policy, state and federal regulations, and bargaining unit contracts
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to analyze situations and adopt an effective course of action
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to establish priorities and meet deadlines
- Ability to use standard shop tools and equipment safely and efficiently
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office and outdoor environment
- Moderate to very loud noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, standing or remaining seated for long periods of time
- Maneuver and shift large buses without power steering
- Operate office equipment requiring repetitive hand movement and fine coordination
- Transport and lift objects weighing up to 50 pounds and objects weighing up to 150 pounds with assistance

Hazards:

- Exposure to fumes, airborne particles, oil, grease, and toxic or caustic chemicals
- Outdoor weather conditions

Other Characteristics:

- Ability to receive and respond to emergency calls after hours and on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/5/1980  
Revised: 11/10/1987  
Revised: 4/10/2018  
Revised: 12/14/2021