OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: Transportation Department Lead

SALARY LEVEL:	24	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Transportation
REPORTS TO:	Transportation Director		
APPROVED BY:	Board of Trustees	DATE:	1/15/2020

SUMMARY: Under the direction, of the Transportation Director, leads, oversees and participates in the activities of the transportation department**.** Performs a variety of tasks relative to the assigned area of responsibility

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties as assigned:*

- Coordinate with the Transportation Director and Director of Education to plan the annual home-to-school transportation services for regular education and special education students.
- Utilize a computerized bus scheduling system to research, plan, modify and schedule new and existing bus routes, including special education and alternative education programs located outside of the district and on different calendars and schedules.
- Assist the Transportation Director in designing efficient and safe school bus stops.
- Utilize a computerized GPS system to ensure that routes are running efficiently.
- Schedule and plan special education routes for summer school.
- Assist in the coordination of training new and existing staff on district and department policies and procedures.
- Assist mechanics with vehicle maintenance programs.
- Manage the daily dispatch of drivers and vehicles and reschedule as needed when staff is absent, or vehicles break down.
- Operate the department dispatch radio continuously for district administration and bus driver calls.
- Notify the Transportation Director, district administration and law enforcement agencies in the event of an emergency, such as a bus accident, fire, flood, or school/community evacuation.
- Cell phone number available to all employees in case of an emergency.
- Assist staff during emergencies and give guidance and advice for safe operational solutions.
- Assign extra work and manage the scheduling books for buses and vehicles used for extra-curricular and sporting events.
- Monitor department attendance and arrange for substitutes or adjust staff/routes when necessary.
- Make reservations with car rental and charter bus companies when necessary.
- Prepare monthly timesheets for transportation staff.
- Maintain petty cash.
- Verify deliveries and keep an inventory of supplies and equipment.
- Handle telephone calls from parents, district staff, suppliers, etc. and schedule meetings for the Transportation Director as necessary.
- Maintain open communication with the Transportation Director, department and district staff, and community organizations to implement and maintain transportation services and/or programs.
- Maintain a safe and effective department that is in compliance with district, state and federal regulations.
- Attend meetings as required.
- Provide clerical support to the office as needed: assist visitors, process mail, independently prepare and follow-up on routine correspondence and type a variety of department-related documents.
- Interprets policies, rules and California bus regulations for staff, students and community members.
- Serve as a Bus Driver or pick up students who have missed buses when necessary.
- Performs lead functions as assigned by the Transportation Director.
- Performs other related work as required and assigned.

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); three (3) years of related transportation experience, dispatch experience desired and training in general office duties; or equivalent combination of education and experience. Knowledge of radio communications is desired.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups.

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

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES:
California Commercial Driver's License – Class B with P endorsement and a Special School Bus Certificate (which includes a Current Medical Certificate meeting DOT guide-lines) **A Department of Transportation (DOT) physical examination must be conducted by a licensed "medical examiner" listed on the Federal Motor Carrier Safety Administration (FMCSA) National Registry.** The term includes, but is not limited to, Doctor of Medicine (MD), doctors of osteopathy (DO), physician assistants (PA), advanced practice nurses (APN), and doctors of chiropractic (DC).
California Department of Motor Vehicles printout of the employee driving record required
Typing Certificate – 35 W.P.M. net
Computer Skills in Microsoft Office and Google or equivalent

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to interact with staff and others in an open, friendly business-like manner. Ability to utilize a computer for a wide variety of applications. Ability to follow complex instructions with minimal direction. Ability to work independently. Ability to follow regulations pertaining to the safe operation of buses and school district equipment.

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.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee frequently listens, hears, and talks. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to heavy and it may regularly be loud. Due to the busy nature of a school bus garage, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members and staff members.