

BUCKEYE UNION SCHOOL DISTRICT  
Position (Job) Description

<b>TITLE:</b>	Director of Transportation	<b>REPORTS TO:</b>	Superintendent or Designee
<b>DIVISION:</b>	District Office	<b>CLASSIFICATION:</b>	Classified Management
<b>DEPARTMENT:</b>	Transportation	<b>WORK YEAR:</b>	260 Days
		<b>SALARY RANGE:</b>	Classified Management Salary Schedule

**BASIC FUNCTION:**

Plan, organize, control, and direct the transportation services, operations, and vehicle maintenance of the district; administer transportation policies; supervise and evaluate the performance of assigned staff.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** *(other duties as assigned):*

- Direct the routing, scheduling, and supervision of school bus drivers to assure the smooth operation of a variety of school bus routes for regular and special education students.
- Direct the district's transportation maintenance activities including preventive maintenance schedules, ongoing repairs, and maintenance staff.
- Direct the department's safety and training needs to assure that school bus drivers and bus mechanics are sufficiently trained and meet the state guidelines in original and renewal training; direct and organize professional growth opportunities.
- Analyze and study schedules and routes; prepare long-range plans for equipment and staffing needs; make proposals and justifications for department needs.
- Advise superintendent and district staff on transportation-related matters; interpret state and district transportation laws, policies, and procedures for school personnel, parents/guardians and community members.
- Provide technical expertise, information, and assistance to the superintendent and district office staff regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop department policies, procedures, and programs to assure an economical, safe and efficient work environment.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned services, activities, and operations.
- Develop and prepare the annual budget for the department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; resolve billing issues.
- Attend a variety of meetings and workshops to maintain current knowledge of legislation, legal codes, and requirements; conduct and facilitate meetings.
- Monitor, report and prepare response to accidents.
- Communicate with other administrators, district personnel, outside organizations, and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Supervise and evaluate the performance of assigned staff; interview and select employees, plan, coordinate, and arrange for appropriate training of assigned staff.
- When necessary, drive bus routes.

*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.*

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

Planning, organization, control and direction of transportation services, operations, and vehicle maintenance activities for the district.  
Traffic laws, school bus regulations, PUC requirements, applicable Education Codes, and Department of Transportation regulations;  
School bus driver training requirements;  
Budget preparation;  
Interpersonal skills, emphasizing tact, patience and courtesy;  
Operation of a computer;  
Oral and written communication skills;  
Principles and practices of effective management, supervision and training of employees;  
Health and safety regulations.

### **Ability to:**

Plan, organize, control, and direct the transportation services of the district.  
Operate a computer.  
Drive district vehicles.  
Teach original, renewal and annual bus driver classes.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work and meeting schedules and timelines.  
Prepare reports and maintain related logs.  
Supervise and evaluate the performance of assigned staff.  
Meet standards of professional conduct.

## **WORKING CONDITIONS:**

**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.*

Office and out door environment; adverse weather conditions; driving a vehicle to conduct work; noise level from vehicle operation and maintenance; fumes from vehicles, contact with dissatisfied individuals, constant interruptions.

**Physical Abilities:** *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 will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. Specific vision abilities required by this job include close vision, distance vision and depth perception.

## **ENTRANCE QUALIFICATIONS:**

High school graduate or equivalent; five years of increasingly responsible transportation operations experience; bachelor's degree desirable

## **CERTIFICATES, LICENSES, REGISTRATION:**

A valid California Class A/B Driver's license with passenger endorsement; School bus driver certificate  
School bus instructor's certificate  
TB test clearance  
California Department of Justice fingerprint clearance