

**DIRECTOR OF TRANSPORTATION****DEFINITION:**

Under general direction of the Assistant Superintendent Business Services, plans, organizes, leads, directs, controls, and manages services, systems, programs, and staff of the District Transportation Department; oversees the assignments, schedules and routes of school buses and other passenger vehicles of the District; responsible for fleet maintenance and repair of District buses, and other vehicles and equipment; and performs other essential job-related work as requested.

**QUALIFICATIONS:****Knowledge of:**

- State, federal, and local laws, rules, regulations, policies and procedures governing transportation of students, including Department of Transportation, California Motor Vehicle Code, Education Code, California Highway Patrol, and others that govern the operation of vehicles
- Principles and techniques involved in organization and operations of school transportation systems
- Principles of fleet maintenance and replacement
- Laws and regulations related to underground storage tanks
- State water testing, vehicle emissions, and hazardous material handling reporting
- Principles and practices of management, supervision, and training
- Computer operation and related software programs including, but not limited to, word processing, spreadsheets, databases, and bus routing
- School District organization, operations, policies, procedures, laws and objectives
- Record-keeping techniques
- Interpersonal skills using tact, patience, and courtesy
- Effective oral and written communication skills
- Personnel rules and regulations

**Ability to:**

- Plan, organize, control, direct and supervise District transportation services
- Coordinate, implement and maintain District bus routes and schedules
- Effectively lead a large group of employees
- Supervise and train driver and other transportation personnel
- Establish and maintain cooperative and effective working relationships with staff, parents and community members
- Respond to staff, parents, and community concerns, resolve issues and conflicts, and exchange information
- Communicate effectively, both orally and in writing
- Interpret, apply and explain rules, laws, regulations, policies and procedures
- Analyze situations accurately, and adopt an effective course of action
- Plan and organize work to meet schedules and timelines
- Operate a computer and related software and equipment
- Determine the need for new equipment or replacement of obsolete equipment; prepare and administer the department budget
- Prepare and maintain accurate records and reports
- Understand and apply provisions of the collective bargaining agreement and board policies

**Education and Experience:**

- Equivalent to or completion of a Bachelor's Degree. Responsible managerial position may be substituted for required education on a year-for-year basis.
- Minimum 5 years of increasingly responsible experience in the supervision and administration of transportation services, including route planning and driver training; minimum 3 years School District experience is preferred
- Valid California Driver's License Class B, with Passenger (P) and School Bus (S) endorsements preferred
- Driver Training Certificate preferred

**DISTINGUISHING CHARACTERISTICS:**

The Director of Transportation is responsible for the supervision, evaluation, planning, coordination, and administration of the transportation department. The incumbent in this class must be skilled and knowledgeable in California Motor Vehicle Code and Education Codes; techniques involved in organization and operation of a school transportation system; scheduling work for efficient utilization of staff; overseeing maintenance of fleet vehicles and other equipment; ability to train and supervise staff and to coordinate their activities. The incumbent will be responsible for providing transportation personnel with training programs and the technical skills necessary to establish and implement the District's standards.

**ESSENTIAL FUNCTIONS:**

- Plans, organizes, schedules, leads, and directs District student transportation, including regular home-to-school, special education home-to-school, extracurricular, and other events as required
- Directs the operation of computerized bus routing, scheduling and street mapping; evaluates bus stop locations and adjust bus routes accordingly
- Supervises the assignments of regular school year routes, summer school routes, athletic events, and field trips; coordinates all assignments to insure equitable distribution of extra time/overtime
- Maintains close coordination with the Student Support Services Department to ensure appropriate services are provided to Special Education students according to each Individualized Education Program (IEP)
- Coordinates the assignment of charter bus services to insure that the charter bus service conforms to state laws and District policies before contracted to transport District students
- Analyzes reports of District vehicle accidents; reviews incident reports and accident investigations
- Investigates and handles transportation related complaints
- Confers with school administrators regarding student behavior issues and disciplinary actions
- Researches and evaluates student discipline concerns and complaints from parents and community pertaining to the District transportation department; resolves related issues according to established District policies and procedures
- Performs personnel administrative functions such as, recruiting, interviewing, training, supervising, and evaluating for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved
- Directs safety and training needs to ensure drivers are sufficiently trained
- Ensures the training of all drivers including regular, probationary, substitute and prospective; ensures that individual certifications are current
- Provides technical expertise, information and assistance regarding transportation activities; assists in the formulation and development of policies, procedures, and programs to assure an economic, safe and efficient work environment
- Identifies equipment upgrades and required staff training to maintain cost efficient operations
- Coordinates with federally required random drug testing, scheduling dates for testing, and retaining records for California Highway Patrol inspections
- Communicates with California Highway Patrol, Department of Motor Vehicles, and other government agencies related to transportation operations
- Reviews preventative maintenance, repair, servicing, and cleaning of all school buses and equipment
- Prepares, monitors, and oversees transportation budget; plans for equipment and vehicle replacement
- Utilizes computers and software programs in the performance of assigned duties
- Operates vehicles as necessary
- Performs other duties as assigned that support the overall objective of the position

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: lifting, moving, grasping, carrying, pushing and/or pulling, manipulating heavy objects; climbing and balancing, stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone, enter data into a computer, and operate other tools and equipment.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK 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.
- The noise level in the work environment is usually moderate, and can be loud at times.
- Employees in this position will be required to work indoors in a standard office environment and outdoors in school site environments, come in direct contact with District staff and the public, and in a variety of weather conditions.