

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR- TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Business Services, plan, organize, control and direct the operations and scheduling of the Transportation Department; develop and enforce administrative policies and regulations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations and scheduling of the Transportation Department including school buses, vehicle maintenance, crossing guards, two-way radio communication and maintenance, and hazardous waste/emissions reporting.

Develop and enforce administrative policies and regulations for school bus safety, pupil discipline, trip reduction/rideshare program, and operational matters.

Analyze, evaluate and oversee the planning and preparation of routes, trips and schedules; oversee and evaluate bus loading areas and bus stops.

Analyze, evaluate and oversee the County East Valley SELPA Special Education transportation services.

Attend a variety of meetings and conferences to maintain current knowledge of regulations, legal codes and requirements; conduct and facilitate meetings and in-services.

Investigate or supervise the investigation of accidents involving buses or other District vehicles as needed.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Transportation Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; maintain current knowledge of codes, laws and legislation concerning transportation and safety.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the operations and scheduling of the Transportation Department.

Principles and practices of administration, supervision and training.

Current codes, laws and legislation concerning transportation and safety.

Routing and scheduling techniques.

Map reading.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the District's transportation program.

Assure the timely and efficient transportation of students.

Establish and implement preventive maintenance programs for District buses and other vehicles.

Direct the maintenance of a variety of reports and files related to the Transportation Department.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Maintain current knowledge of codes, laws and legislation concerning transportation and safety.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in transportation, business administration_or related field.

Experience: Five years increasingly responsible experience in the administration of a school transportation department.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license required.

Valid California Class A or B driver's license with a passenger endorsement preferred

Special Driver Certificate with zero restrictions preferred

Bus Driver Instructor Certificate preferred

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.

Driving a vehicle to conduct work.

Exposure to fumes from vehicles.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Walking to conduct inspections.

HAZARDS:

Working around and with machinery having moving parts.