

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: TRANSPORTATION MANAGER

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, assist the Director in the day-to-day operations of the Transportation Department; participate in all transportation activities; assist, coordinate, and direct transportation matters; administer assigned programs; ensure program deadlines are met; serves as resource administrator for other staff on projects; evaluate transportation programs, policies and procedures; recommend and develop change as appropriate and ensure implementation; represent the transportation department at meetings and conferences; supervise, assign, and evaluate the performance of assigned staff.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Assist the Director in and oversee the day-to-day operations of the Transportation Department; respond to a variety of issues such as absent drivers, equipment malfunctions, student discipline issues, and related matters.

Plan for future developments within the Department including the development of the bus replacement program, office reorganization, analysis of alternative bell schedules, and the future growth of the District in areas related to transportation.

Implement and maintain safety and vehicle inspection programs; review inspection records for California Highway Patrol; assure proper working conditions; schedule and assign school bus repairs.

Support and maintain computer programs that assist the Department in areas of employee payroll, bus route schedules, bus pass processing, bell schedule, and others; troubleshoot computer problems and resolve problems as needed; download information from the District student database; explain computer applications to users.

Review proposed boundary changes and estimate the number of buses required under alternative proposals.

Confer with the Director, staff, school administrators, and other agencies and the general public regarding transportation operations and procedures.

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

Assign work and determine priorities; be responsible for effectively using staff resources; develop and maintain training programs.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Assure compliance with departmental procedures, District policies, State regulations, and other laws, rules, and regulations related to transportation of students.

Develop fall routes in appropriate routing systems; reorganize bus routes as appropriate.

Assist in the preparation of the Department's budget and monitoring of expenditures; research needed supplies; obtain quotes and make recommendations for purchasing equipment; prepare requisitions, purchase orders, and billing.

Communicate with other administrators, District personnel, and outside organizations to exchange information, resolve issues or concerns, and coordinate activities.

Assist with developing the District bell schedule.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of professional workshops, conferences, district and county office meetings and read pertinent information to keep current on assigned functions.

Prepare and maintain a variety of records and reports related to transportation activities, staff, and operations.

Assist staff with the preparation of numerous bus passes.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Policies and procedures of the Transportation Department.
- California Motor Vehicle Code.
- Education Code as it applies to student transportation.
- Dispatching and scheduling of school buses.
- Oral and written communication skills.
- Principles and practices of management and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Policies and procedures of the Transportation Department.
- Computer applications and assigned software.
- Applicable laws, codes, regulations, policies and procedures.
- Health and safety regulations.

**ABILITY TO:**

- Assist the Director in the day-to-day operations of the Transportation Department.
- Support and maintain computer programs utilized in the Department.
- Organize and direct student transportation to and from school, field trips and special events.

Plan and coordinate regular and special education bus schedules and organize emergency routing.  
Implement and maintain safety and vehicle inspection programs.  
Provide in-service training to Bus Drivers in accordance with applicable training requirements.  
Supervise and evaluate the performance of assigned staff.  
Train and provide work direction to assigned personnel.  
Communicate effectively both orally and in writing.  
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 records and reports related to assigned activities.  
Schedule transportation routes and meet timelines.  
Prepare and maintain a variety of computerized records and reports.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent supplemented by college-level coursework in general education, business administration or related field. Associate's degree or higher is desired.

Experience: Five years of experience working in school transportation including one year in a supervisory capacity. Experience as a dispatcher or driver/trainer is desired.

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 A or B driver's license.  
Valid California Special Driver's Certificate (transit qualified)  
Valid First Aid Certificate  
Valid Medical Examiner's Certificate.  
School Bus Driver Trainer Certificate or ability to obtain proper certification if requested.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and shop environment.  
Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer terminal.  
Hearing and speaking to exchange information.  
Seeing to conduct bus inspections.  
Reaching, pulling and pushing to open bus doors.  
Sitting for extended periods.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.