

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Transportation

QUALIFICATIONS

EDUCATION:	<u>Required</u>	B.A. or B.S. degree in business administration or a closely related field of study or equivalent work experience in a closely related field.
	<u>Desired</u>	B.A. or B.S. degree or higher.
EXPERIENCE:	<u>Required</u>	Five years of responsible experience in traffic and transportation work, including two years of experience in a supervisory capacity.
ABILITY TO:	<u>Required</u>	Plan, organize, coordinate, and supervise the operations of a transportation system and the work of subordinates; estimate and requisition supplies and equipment needed; maintain accurate and current records of operations and cost; prepare and submit reports; establish and maintain cooperative working relationships with the public and district personnel.
LICENSES:		Possess an appropriate California Driver's License issued by the State Department of Motor Vehicles.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Deputy Superintendent of Business Services, plan, organize, and direct the operations of the District Transportation and District Vehicle Maintenance Programs.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Director of Transportation's job performance will be as follows:

1. The transportation programs of the District will have been capably directed, coordinated, and evaluated.
2. Communications with the Business Office pertaining to transportation will have been effectively directed, coordinated, and evaluated.
3. Policies of and for the Board of Education pertaining to district transportation services will have been appropriately developed, proposed, and effectively implemented.

4. A high level of awareness regarding all laws, regulations, statutes, rules, and policies affecting the District in the area of transportation services will have been capably maintained and the information accurately interpreted.
5. Transportation programs for exceptional students, including all special education programs, will have been competently coordinated.
6. The requisitioning and purchasing of transportation supplies and equipment will have been appropriately coordinated.
7. The district transportation budget will have been capably developed and competently monitored.
8. Regularly scheduled meetings of transportation personnel will have been effectively coordinated.
9. Management efforts in employer/employee relations will have been competently supported.
10. Field trips and buses assigned to special events will have been coordinated to maximize available in-house resources in a cost effective and efficient manner.
11. Training of support personnel in transportation will have been completed in a satisfactory manner.
12. A preventive maintenance schedule for district vehicles will have been developed.
13. Annual budget and requests for transportation supplies and equipment will have been completed.
14. Requests for information, complaints from parents, citizens and school personnel pertaining to the district's transportation program will have been effectively handled.
15. Assigned personnel will have been adequately supervised and appropriately evaluated.
16. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or its schools, will have been consistently provided to appropriate district office/school personnel.
17. Active and consistent efforts will have been made to maintain or improve the external and internal image of the District, its divisions, and its schools.
18. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
19. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
20. The district's parent-paid transportation program will have been coordinated and monitored in a cost effective and efficient manner.
21. Other duties assigned by the supervisor will have been effectively accomplished.