

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TRANSPORTATION LEAD PERSON (Range 28)**

#### **BASIC FUNCTION:**

Under the direction of the Transportation Manager, plan, organize, lead and participate in coordinating the daily operation of the District Transportation Department; provide work direction and guidance to others.

#### **REPRESENTATIVE DUTIES:**

Provide daily leadership to other Transportation Department staff including training, reviewing new procedures, problem solving and task assignments. *E*

Resolve complaints and ensure that parents, students and District personnel receive equitable resolution in compliance with existing district and department policies, procedures, rules and regulations. *E*

Research and develop all District home-to-school and special education bus routes. *E*

Communicate with bus contractors to discuss changes in bus schedules or routes; make changes to update the master street and master stop lists and the computer as directed. *E*

Respond to inquiries from bus contractors, staff, parents and the public in person and on the telephone regarding field trips, attendance boundaries, routing or related transportation matters. *E*

Research, interpret and explain policies, procedures, rules and regulations, transportation legislation and laws that govern administration of pupil transportation. *E*

Train new employees on current routing software. *E*

Assist in determining eligibility for Special Considerations for Bus Transportation. *E*

Assist with Parent Pay program sales of tickets and passes; provide information to parents regarding applications, prices and program requirements. *E*

Gather, organize and analyze data; produce reports and spreadsheets relative to various transportation programs. *E*

Assist the Manager in development of strategies for program enhancement. *E*

Assist with the preparation of ride share claim forms and gift certificates.

Receive discipline action tickets and process according to established procedures as assigned.

Prioritize incoming assignments and projects; compile, distribute and explain memoranda and bulletins. *E*

Assist the manager in keeping the department apprised of new technology and procedures. *E*

Assist in determining locations for Crossing Guards using current District guidelines.

Attend and represent the department in school site, CalTrans, county, city and community meetings and other meetings and seminars as assigned including technical trainings. *E*

Prepare and maintain a variety of files, records and reports related to pupil transportation information. *E*

Assist the Manager in Budget development, reviewing and maintaining the ledgers as they pertain to the Transportation Department. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Applicable sections of the State Education Code applicable to buses and pupil transportation.

Laws, rules and regulations related to assigned activities, including applicable sections of the California Education Code.

School bus operations, including vehicle characteristics and wheelchair equipment modifications.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Policies and objectives of assigned program and activities.

Operation of a computer terminal and knowledge of bus routing software.

Oral and written communication skills.

Safety rules, regulations and safe driving practices.

#### **ABILITY TO:**

Monitor the assigned personnel and District vehicles to assure safe, efficient, timely and accurate transportation of District students.

Coordinate schedules and assignments, and design routes.

Serve as a liaison between schools and parents.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

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

Work independently with little direction.

Research questions and problems and communicate accurate and timely responses.

Determine appropriate action within clearly defined guidelines and make recommendations to the Manager regarding unusual or unique situations.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years of school bus operations including bus routing experience.

**LICENSES**

A valid California Driver's License and maintenance of a good driving record.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office and outdoor environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Sitting or standing for extended periods of time.

Walking.

Dexterity of hands and fingers to operate computer and other office equipment.

Hearing and speaking to communicate with others.

**HAZARDS**

Contact with dissatisfied or abusive individuals.