

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Director of Transportation Services

Reports to: Assistant Superintendent

Classification: Classified Management

FLSA: Exempt

Range: Classified Management Salary Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

Any combination equivalent to: AA degree or equivalent or related field and experience in transportation management, student transportation or closely related field including one-year supervisory experience.

Licenses and other Requirements:

Valid California Class B driver's license with passenger endorsement.

Valid restricted or unrestricted California School Bus Driver Certificate.

Valid Medical Card.

SUMMARY

Plan, organize, control and direct the sound fiscal operations and activities of the District Transportation Department; review and update District policies and regulations to comply with changes to federal and State transportation laws, rules and regulations; train and evaluate the performance of assigned staff.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, control and direct the sound fiscal operations and activities of the District Transportation Department; Implement approved pupil transportation programs and services; plan, organize and supervise the work of the Transportation Department and programs, including home to school and field trip routing, dispatching, transportation and Bus Driver training programs.
2. Train and evaluate the performance of assigned staff; schedule, monitor and prioritize work; recommend employee recognition and discipline; process formal and informal grievances; develop and modify work procedures and practices of the unit.
3. Enforce and apply policies and regulatory requirements controlling the work of the Transportation Department; maintain related records; conduct staff meetings.
4. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepare and submit State and federal alternative fuel tax returns; submit or present reports to the Board, County Office or State as applicable.
5. Communicate and coordinate with school and District administrative personnel and staff to assure smooth and timely delivery of scheduled services; schedule service requests and identify appropriate solutions to problems.
6. Assure a safe work environment; conduct safety training and education; use safety equipment and safe work practices appropriate to the work; communicate with employees on safety infractions and report serious infractions to supervisors; recommend safety training and equipment purchases to supervisor.
7. Develop recommendations for new and modified programs, policies, regulations and procedures for approval.
8. Monitor bus routes and schedules for compliance with applicable standards and efficient use of staff and equipment; observe personnel and bus routes to assess staff methods and skills, road conditions and schedules.

9. Prepare budget requests and administer approved budgets.
10. Attend a variety of Department-related meetings and conferences; communicate with District departments to provide information and resolve issues, complaints and other problems.
11. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of student transportation.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Business mathematics and statistics.

Operation of a computer and applicable software.

Principles of administration, supervision and training.

Principles, practices and regulatory requirements of employee and student safety.

Basic administrative research techniques.

Record keeping and administrative report preparation.

Applicable laws, codes and regulations.

Appropriate safety precautions and procedures.

Ability to:

- Analyze, develop, revise and improve upon programs, methods and procedures.
- Carry on several simultaneous assignments, with close attention to schedules and deadlines.
- Collect, organize and analyze data.
- Prepare clear, concise, technically accurate reports.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Analyze situations accurately and develop effective course of action.

PHYSICAL ABILITIES

Indoor work environment.

Driving a vehicle to conduct work.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130).