

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

Position: Assistant Director of Transportation

Classification: Classified Management

FLSA: Exempt

Reports to: Transportation Director

Range: Classified Management Salary  
Schedule

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### **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 and school bus endorsements

Valid restricted or unrestricted California School Bus Driver Certificate

Valid California Medical Certificate

### **SUMMARY**

Assist the Director in planning, organizing, coordinating and directing 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; supervise and evaluate the performance of assigned staff.

### **SPECIFIC RESPONSIBILITIES**

1. Assist in the implementation of approved pupil transportation programs and services; plan, organize and supervise the work of the Transportation Department programs, including home to school and field trip routing, dispatching, transportation training programs.
2. Evaluate the performance of assigned staff; schedule, monitor and prioritize work; participate in the selection of new personnel as assigned; recommend employee recognition and discipline; assist in the process of formal and informal grievances; develop and modify work procedures and practices of the department.
3. 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.
4. Assure a safe work environment; assist in safety training and education; use safety equipment and safe work practices appropriate to work; communicate with employees on safety infractions and report serious infractions to supervisors; recommend safety training and equipment purchases to supervisor.
5. 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.

6. Operate a computer terminal to prepare and maintain a variety of records and reports related to personnel, schedules, and others as required; submit to appropriate personnel and departments as necessary.
7. Attend a variety of Department-related meetings and conferences; communicate with District departments to provide information and resolve issues, complaints and other problems.
8. 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

Operation of 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 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 instruction
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Work independently with little direction

### **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 terminal

Sitting for extended periods of time

6.10.14 rr