

## DIRECTOR OF TRANSPORTATION SERVICES

### **JOB SUMMARY**

Under administrative direction of the Assistant Superintendent of Business Services, the Director plans and directs the safe and efficient operations of student transportation and the District's vehicle maintenance program in accordance with Federal and State laws and regulations.

### **DISTINGUISHING CHARACTERISTICS:**

The Director of Transportation Services is assigned to exercise independent and professional judgement in providing strategic leadership in the planning, organizing, coordinating and managing of student transportation and bus/vehicle maintenance for the District.

### **SUPERVISION RECEIVED AND EXERCISED:**

The Director of Transportation Services receives supervision and is evaluated by the Assistant Superintendent of Business Services. The Director provides direct supervision to the Transportation Services Department staff.

### **EXAMPLES OF DUTIES-** Duties may include, but are not limited to, the following:

- Plans and directs dispatching and student transportation services to ensure safe and efficient operations;
- Advises on and oversees the analysis and development of bus routes and stops for accuracy, safety and efficiency;
- Coordinates and conducts traffic flow studies of the streets and intersections around schools and District facilities to ensure student safety;
- Oversees the development of schedules for student transportation including special education, minimum day transportation, field trips and extracurricular events;
- Develops relationships and collaborates with the city, police department, community, school staff and other District Managers to identify safe and efficient bus routes;
- Plans and directs the inspection, repair and maintenance of District buses and vehicles to determine if major repairs and/or replacements are needed;
- Oversees compliance of all District vehicles with federal laws and California Highway Patrol motor vehicle safety standards;
- Advises, analyzes, and participates in the development of specifications for the purchase of new buses and equipment and other contracts related to transportation services;
- Develops relationships and collaborates with stakeholders and vendors to negotiate contracts with charter bus companies, neighboring school districts and others as it relates to transportation services;
- Develops and implements policies, processes and procedures related to student transportation and vehicle maintenance;
- Collaborates with appropriate District administrators to oversee the implementation of positive behavior intervention support protocols for student safety and behavior concerns on the bus;
- Oversees departmental compliance of all driver licensing and certification requirements, including the District's Department of Transportation (DOT) Drug and Alcohol Testing Program;
- Directs, oversees, and evaluates original, remedial, and renewal/ongoing training programs for District drivers;
- Conducts investigations involving District personnel (e.g., accidents) and/or equipment (e.g., District vehicles) and composes related reports and documentation as it relates to the accident;
- Assigns, supervises, trains, manages and evaluates the job performance of departmental staff;
- Communicates and coordinates activities with the Personnel department as it relates to recruitment, selection, training and employee performance management, including the coordination of substitute personnel;
- Communicates and confers with principals, drivers, students, other administrators and parents regarding transportation service;
- Responds to and develops protocols for responding to inquiries, concerns and complaints regarding transportation services and traffic;
- Provides written and oral reports to a variety of stakeholders including but not limited to: regulatory authorities, administrators, staff, parents, and the public.
- May drive a District vehicle and school bus to transport students and test-drive newly acquired or recently repaired vehicles or school buses as needed;
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS:**

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

**Education:** An Associate of Arts Degree in Transportation Planning, Public Administration, or a field closely related to the knowledge and ability requirements of this classification.

- Completion of industry leadership and/or school transportation training from recognized organizations preferred.

**Experience:** Five (5) years of experience in student and/or commercial passenger transportation, including at least two (2) years of personnel supervision and job performance evaluation in the area of transportation services.

- Additional experience above the required minimum may be substituted for college education on a year for year basis for up to two (2) years.

### **Knowledge of:**

- The California Education Code and Motor Vehicle Code relating to student transportation;
- Applicable federal, state, and local laws, regulations, and policies governing student transportation;
- Principles, practices and techniques of operating and coordinating a large student transportation operation including dispatching, scheduling, routing, logistics and regulation;
- Principles, practices and techniques of operating and coordinating a school bus and vehicle maintenance program including practices related to routine bus maintenance required by the California Highway Patrol;
- Safety rules and practices related to bus and truck transportation operation;
- Methods, tools and equipment employed in the repair of school buses and fleet vehicles;
- Principles, practices and techniques of organization, administration and personnel management;
- Principles, practices and techniques of budget preparation and administration;
- Principles, processes, procedures and practices of procurement and contract administration as it relates to transportation services;
- Principles, practices and techniques of researching, report writing, and record keeping;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- Applicable computer software applications and programs including Microsoft Office Suite.

### **Ability to:**

- Keep up-to-date, interpret, apply and adhere to applicable federal, state, and local laws, regulations, policies, procedures, standards and codes as it relates to student transportation;
- Set and meet short- and long-term goals;
- Maintain knowledge and understanding of current technology being used by the District;
- Compose, maintain and prepare accurate records and reports;
- Effectively manage and adjust to change;
- Effectively plan, manage and direct projects and work activities to meet timelines;
- Exercise discretion and judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Accurately attend to detailed work;
- Establish and maintain cooperative, working relationships with others;
- Diplomatically handle conflicts and improve interpersonally strained situations;
- Effectively train, select, motivate, supervise and manage personnel;
- Effectively set goals, lead others, and evaluate and manage job performance of staff;
- Take initiative;
- Effectively prioritize, handle and respond to changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Communicate clearly and effectively, both orally and in writing;
- Operate a variety of office equipment and utilize various computer software applications and programs for database management, the preparation of correspondence and reports, etc.;

- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**Licensure and Certification:**

Required:

- Possession of a valid Class C California Driver's License is required and insurability to drive a District vehicle as part of the District's Pull Notice program.

Preferred:

- Valid Class A or B California Commercial Driver License with "P" and "S" endorsements.
- California Special Driver Certificate to operate Conventional and Type II buses
- Valid medical certificate as required by the Department of Motor Vehicles
- School Bus Driver Instructor certification from the California Department of Education

**Special information:**

- The operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout showing their driving records for the past 10 years.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by the employee to perform successfully the essential functions of a position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.*

**Work Environment:** The incumbent works in an office environment. The incumbent also works outdoors, at schools and in a garage, and may be exposed to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. The incumbent may drive a school bus and District vehicle. The incumbent may be required to work evening and/or variable hours. The incumbent is required to work near moving mechanical parts. The incumbent has direct contact with the public, students and other employees, both in person and through telephone, electronic mail and other written communications. The incumbent must effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from this contact can result in stressful situations that are a regular part of the work environment. The noise level in the incumbent's work environment (i.e., office environment, outdoors, or in a garage) is usually loud.

**Physical Demands:** Primary functions of the position require sufficient physical ability and mobility to work in an office setting in addition to entering and exiting a bus and District vehicle. The incumbent will also be required to do the following: to occasionally sit for extended periods of time and regularly stand and walk; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl, which involves the inspection of busses; to reach with hands and arms, reach overhead, above shoulders and horizontally; to use hands to handle objects, controls and tools; to occasionally climb steps when inspecting a bus; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without correction; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver's license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

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