

MANAGEMENT JOB DESCRIPTION

DIRECTOR OF TRANSPORTATION

JOB SUMMARY:

Under administrative direction, directs, supervises, and oversees District transportation and transportation services contracted with other districts, including the maintenance of all District vehicles. Coordinates pupil transportation with District and school administrators; supervises and evaluates staff; committed to providing efficient and safe pupil transportation; and committed to teamwork, collaboration, and cross-training to provide optimum services for pupils, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Directs and oversees home to school, study trip, and extracurricular transportation services and vehicle maintenance services.
- Oversees maintenance services for all District vehicles; and prepares specifications for purchase of school buses, transportation equipment, and safety programs; assures maintenance of records and reports.
- Maintains assurance that laws and regulations governing pupil transportation are followed, including procedures regarding drivers, vehicle maintenance, routes, driver instruction, and safety training.
- Supervises, coordinates, and evaluates transportation department staff.
- Oversees and supports all aspects of transportation department software.
- Supervises investigation of incidents involving District buses and department staff.
- Participates in department personnel selection and training.
- Develop and monitor the annual budget for the Department, ensuring operations within the established limitations.
- Assist Risk Management in the management of the District's Controlled Substances and Alcohol Testing Program as required.
- Investigates and applies for grants towards electrification of District transportation fleet.
- Establishes and maintains cooperative and effective working relationships with others.
- Serves on District policy committees as needed.
- Develops and promotes teamwork and cross division/department service and support; provides leadership and coordination for customer service and communication support services.
- Represents Transportation at Business Services, and Student Placement meetings.
- Attends meetings, workshops, and conferences to maintain a current knowledge of legislation, legal codes, and requirements.
- Recommends strategic, long-range plans to meet future transportation needs.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Five years of experience of increasingly responsible management or supervisory experience in transportation, general school administration, or a related field.
- Ability to plan and manage District transportation operations; plan, organize, evaluate, and supervise the work of assigned staff; maintain records and prepare written and oral reports; work with the public concerning bus schedules and pupil issues; coordinate staff and driver schedules and assignments; use computer-based data programs; establish and maintain effective working relationships; communicate and interact effectively and professionally under pressure; analyze situations and adopt effective courses of action; and meet schedules and timelines; operate and evaluate radio communications.
- Knowledge of provisions of the California Motor Vehicle and Education Codes and the Department of Transportation Drug and Alcohol Testing procedures applicable to the operation of vehicles in the transportation of pupils; safe driving practices; principles of efficient and economical bus routing techniques and scheduling of employees; rules and regulations affecting District Transportation Department; geographic and topographic characteristics of the community served by the District; principles of dispatching and scheduling of school buses; training, supervision, and evaluation techniques; and record keeping techniques.
- Education requirements: Bachelor's degree from a recognized college or university in business administration, school administration, public administration, or transportation planning is highly desirable. A combination of college level studies and experience and training that demonstrates equivalent knowledge and abilities may be considered in lieu of a B.A. degree; completion of a School Bus Driver Certificate course is desirable; and completion of the California Department of Education School Bus Driver Instructor course is desirable.

Management Salary Schedule: Range G
BOARD APPROVED: 5/14/84
REVISION DATES: 8/17/04
7/9/25