MT. DIABLO UNIFIED SCHOOL DISTRICT

DIRECTOR OF TRANSPORTATION

Primary Function

Plans, organizes, controls and directs the Transportation Department and the vehicle maintenance activities of the District; supervises and evaluates the performance of assigned staff.

Directly Responsible To

Chief Business Officer

Supervision

Transport Router Dispatcher
Bus Driver Trainer/Dispatcher
Transportation Services Coordinator
Bus Driver Trainers
Supervises and evaluates other assigned classified staff

Major Responsibilities

1. Plan, organize, control and direct the Transportation Department and the vehicle maintenance activities of the District.

2. Direct the routing, scheduling and supervision of school bus drivers to assure the smooth operation of a variety of school bus routes for regular education and special education.

3. Direct the District's transportation maintenance activities including preventive maintenance schedules, on-going repairs and maintenance staff.

4. Direct the Department's safety and training needs to assure that school bus drivers, commercial drivers and school bus aides are sufficiently trained and meet State guidelines in original and renewal training; direct routine in-service programs.

5. Analyze and study schedules and routes; prepare long-range plans for equipment and staffing needs; prepare justifications for Department needs.

6. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations and

disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

7. Develop and prepare the annual preliminary budget for the Transportation Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

8. Administer Department collective bargaining agreements and participate in on-going departmental and District labor relations sessions.

9. Advise and recommend District management staff on transportation-related matters; interpret State and District pupil transportation laws, policies and procedures for school personnel, parents and others.

10. Communicate with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

11. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned services, activities and operations; develop the District's bell schedule for efficient use of fleet resources.

12. Attend a variety of meetings to maintain current knowledge of legislation, legal codes and requirements; conduct and facilitate meetings.

13. Operate a computer and other office equipment.

14. Direct and monitor use of contracted transportation carriers for the District assuring proper adherence to licenses, equipment and insurance requirements.

15. Provide technical expertise, information and assistance to the Chief Business Officer regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs.

16. Perform related duties as assigned.

Qualifications

Knowledge and Skills

1. Planning, organization and direction of District transportation services and vehicle maintenance activities.
2. School bus driver training requirements.
3. Applicable laws, codes, regulations, policies and procedures.
4. Budget preparation and control.
5. Oral and written communication skills

6. Principles and practices of administration, supervision and training.
7. Interpersonal skills using tact, patience and courtesy.
8. Operation of a computer.
9. Health and safety regulations.
10. Ability to plan, organize, control and direct the Transportation Department and the vehicle maintenance activities of the District.
11. Ability to assure the timely and efficient transportation of regular and special education students.
12. Ability to plan and schedule transportation routes and time lines.
13. Ability to supervise and evaluate the performance of assigned staff.
14. Ability to communicate effectively both orally and in writing.
15. Ability to interpret, apply and explain rules, regulations, policies and procedures.
16. Ability to establish and maintain cooperative and effective working relationships with others.
17. Ability to analyze situations accurately and adopt an effective course of action.
18. Ability to meet schedules and time lines.
19. Ability to work independently with little direction.
20. Ability to plan and organize work.
21. Ability to prepare comprehensive narrative and statistical reports.
22. Ability to direct the maintenance of a variety of reports and files related to assigned operations and activities.

Education, Training, and Experience

Any combination of education and experience equivalent to: Bachelor's degree in business administration or related field and five years increasingly responsible experience in transportation operations including two years in a supervisory capacity.

Licenses and Other Requirements

Valid California Driver's License.
Maintain qualification for automobile insurance coverage.

Working Conditions

Office environment.
Driving a vehicle to conduct work.

Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and other office equipment and manipulate paper; see to read, prepare documents and reports and to observe other personnel or students; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table; or in meetings in

various configurations; hear and understand speech at normal levels, kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Hazards

Contact with dissatisfied or abusive individuals.

Diablo Management Association (DMA)
Salary Range 18

Adopted by the Board of Education: October 25, 2016