



SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 805
MANAGEMENT GROUP
DIRECTOR SERIES, SALARY RANGE 18
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POSITION TITLE: Director of Transportation

DEFINITION:

Under general direction, assumes responsibility for providing the leadership and administration of the district's transportation services, and other duties as required of management.

DIRECTLY RESPONSIBLE TO:

Senior Director, Business Operations

SUPERVISION OVER:

Bus driver supervisors, bus driver trainers, supervisor of vehicle maintenance, accounting staff and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to):

1. Plans, organizes and supervises the pupil transportation program.
2. Administers the establishment of all bus routes, field and extracurricular trips.
3. Directs the operation of computerized bus routing, scheduling and street mapping.
4. Identifies equipment upgrades and required staff training to maintain cost efficient operations.
5. Plans and programs for equipment and vehicle replacement.
6. Develops and maintains the department budget including bus fee program and makes both oral and written presentations to the board of education, staff and community as required.
7. Administers all communications and correspondence by the department for accuracy and correctness.
8. Develops and maintains department policies and procedures.
9. Administers all personnel actions including bus driver records related to transportation; recommendations for employment, evaluation and disciplinary actions.
10. Reviews all bus accident investigations and initiates appropriate administrative action.
11. Plans, organizes and supervises district car pool operations and related vehicle environmental and air quality programs.
12. Supervises the transportation drug and alcohol testing program.

QUALIFICATIONS:

Training, Education and Experience: Any combination equivalent to graduation from a 4-year accredited college with emphasis on personnel management, business or public administration, planning, transportation or related area. Demonstrated progressively responsible experience in management or supervisory positions with responsibility over a large department or section.

Knowledge and Skills: Knowledge of modern business methods and techniques and personnel management practices preferably of the transportation industry; knowledge of computer routing, scheduling and vehicle maintenance systems; knowledge of laws and regulations governing school bus transportation; skill in establishing and maintaining cooperative relationships with other public officials, school employees, parents and students; skill in preparing oral and written reports; skill in presenting ideas and proposals; skill in organizing and directing the activities of a large department; ability to effectively lead a large group of employees.

Physical Characteristics: (Consideration will be given to reasonable accommodation): *Sufficient vision to read printed materials; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the district and drive a car, *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without use of aids.

Other Characteristics: Willing to work irregular hours/days including evening, weekends and holidays, and on-call for emergencies; willing to travel as directed or to be reassigned as required; possession of a valid California driver's license.

Approved by Personnel Division
Adopted by Board: 6/25/96