

Ontario-Montclair School District

CLASS SPECIFICATION

Assistant Director, Transportation

MCL224

Range \$96,664-\$113,128

GENERAL PURPOSE

Under the direction of the Director of Transportation, assists in the direction, planning, organization, direction and evaluation of the programs, activities and personnel of the District's student transportation program; provides expert professional advice and guidance to District administration on student transportation matters as needed; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class has administrative, financial and management accountability for the District's Transportation Department. With policy direction and guidance from an Assistant Superintendent, the incumbent is responsible for assisting in the development and implementation of short- and long-range plans and strategies for meeting the District's goals and objectives for the student transportation program. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines, under the supervision of the Director of Transportation and the Business Office administration.

This classification is distinguished from other management classifications in that the Assistant Director of Transportation Services is responsible for assisting the Director in the planning, organizing, coordinating and managing the dispatching and operation of student transportation, and the District's vehicle maintenance program and performing the above duties of the Director. The Director of Transportation, on the other hand, is responsible for providing overall oversight and direction to the District's student transportation and vehicle maintenance programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Assists with leading, planning, organizing, controlling, integrating and evaluating the work of the Transportation Department; with subordinate supervisors and staff; assists in the development, integration, implementation and monitoring of work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Assists with the direction of transportation maintenance activities, including the maintenance, repair, servicing, and cleaning of school buses and other district owned vehicles.
4. Assists with the direction of driver-training activities, including new driver training, requalification, and in-service training.
5. Assists with conducting studies of traffic conditions, student load, service extensions or modifications, and other phases of bus operations.
6. Assists with conducting long range planning activities, including cost analysis and recommendations for improving the overall effectiveness of transportation services
7. Upon request of Director acts in place of the Director as the District liaison, regarding the implementation and oversight of the Federal Department of Transportation guidelines regarding testing, including the pre-employment, post accident, and reasonable suspicion of drug or alcohol.

8. Assists with providing leadership and works with the Director of Transportation to recruit, hire, develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
9. Assists with Planning, organizing, directing and evaluating the performance of assigned supervisors and staff as assigned by the Director; assists with establishing performance requirements and personal development targets; regularly monitoring performance and providing coaching for performance improvement and development; providing compensation and other rewards to recognize performance; taking disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.
10. Assists with the Development, implementation and administration of comprehensive transportation programs, policies, procedures and guidelines, consistent with state and federal requirements; Board rules and guidelines and sound professional principles and practices; confers with and coordinates the implementation of the program, policies and practices with District departments and school sites; provides expert advice to administrators, managers and staff on a wide range of transportation issues and practices; provides internal consulting on a variety of complex, sensitive and confidential organizational and transportation issues; manages, directs and participates in the development of District-wide transportation policies and procedures; ensures that all District policies related to student transportation are in compliance with state and federal rules and regulations.
11. Assists in the planning, organization and direction of the District's transportation program; ensures buses and other automotive equipment comply with federal and California Highway Patrol motor vehicle safety and environmental standards and regulations; assists with the development and direction of preventive maintenance programs and ensures school buses and vehicles are in proper operating condition; assists with the coordination of programs requiring the use of District vehicles with principals, administrators, department heads and other District personnel. Directs the design and adjustment of student transportation routes and schedules; ensures proper distribution of schedules and routes to schools, parents and newspapers; directs the assignment and dispatch of buses for regular, special needs, special programs and field trip; plans and directs the assignment of non-driving duties to bus drivers during non-driving times.
12. Assists with directing the design and adjustment of student transportation routes and schedules; ensuring proper distribution of schedules and routes to schools, parents and newspapers; directing the assignment and dispatch of buses for regular, special needs, special programs and field trip; planning and directing the assignment of non-driving duties to bus drivers during non-driving times.
13. At the request of the Director of Transportation provides policy guidance and advice to the Board, recommends amendments to transportation policies, guidelines and rules to ensure the efficiency of the student transportation program; confers with and counsels administrators, managers, staff and parents on transportation program rules and regulations and other transportation management issues.
14. Assists with the receipt, research and resolution of a variety of complaints, questions, requests or issues from District personnel, parents and the public including safety, routing, discipline, theft, maintenance and scheduling issues; meets regularly with District administrators, staff, school site personnel, parents, vendors and concerned citizens to deal with transportation issues. Makes recommendations to the Director of Transportation as appropriate.
15. Monitors development in areas of responsibility, as directed; analyzes proposed state and federal law, regulations and court decisions for their impact on District practices and operations; recommends and implements policies and procedures changes consistent with requirements; directs or conducts research and analysis of student transportation relations needs, recommends appropriate actions and implements programs and policies.
16. Assists with the planning, development, implementation and management of the department's budget; reviews, analyzes and approves budget requests upon request by the Director; assists in maintaining controls over expenditures.
17. Participates, upon request from the Director, in a variety of District committees to represent the

transportation program and ensures that the District's transportation needs are met in an efficient and safe manner.

18. Assists with preparing and maintaining a variety of records and reports related to accidents, costs, legal compliance, personnel, certifications and registration, hazardous materials, pupil counts, budgets and inventories; utilizes a personal computer to input, maintain and generate numerous records and reports.
19. Assists with overseeing the investigation of accidents involving District vehicles and students and prepares necessary reports and documentation.
20. Upon the request of the Director, coordinates with state and local government to assess and correct any identified safety concerns on school site driving routes and assuring safe routes between school to home.
21. Upon the request of the Director, oversees emergency District-wide procedures as they relate to transportation coordination of lock down evacuation and safe transportation of students and staff. Oversight for District Wide radio response program, including monthly radio checks; coordinates with Risk Management and Local Law enforcement to assure that radio usage be in compliance with state and local agencies.
22. Assists with the coordination with third party transportation vendors; establishing contracts for additional transportation services; ensures all third party vehicles meet Federal and State transportation requirements; ensure safe transportation services by third party companies, including driver compliance with Federal and State regulations.
23. Assists with the oversight and direction of the vetting and purchase of new transportation busses and other District vehicles as required. Makes recommendations, upon request, as to the requisite specifications and insurability before going to bid. Maintains evidence of insurability for all district vehicles; verifies insurability prior to authorization of vehicle in use.
24. Upon request of the Director, assists with the oversight of the grant acquisition process through the AQMD for bus replacement programs.

QUALIFICATIONS

Knowledge of:

Ability to:

1. Plan, organize, integrate and direct a large school district transportation program and operation.
2. Plan, create and analyze budget costs and prepare budget estimates.
3. Coordinate, supervise and train district personnel.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
6. Analyze and make sound recommendations on complex management and administrative issues.
7. Present proposals and recommendations clearly and logically in public meetings.
8. Represent the District effectively in negotiations.
9. Develop and implement appropriate procedures and controls.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Communicate effectively orally and in writing. Operate a computer and standard business software.
12. Organize, set priorities and exercise sound independent judgment within general policy guidelines.
13. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
14. Establish and maintain effective working relationships with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, parents, the public and others

encountered in the course of work.

Education, Training and Experience:

Graduation from high school. Some college work preferred; three years of progressively responsible supervisory and administrative experience in the operation of a school or public transportation system; or some combination of education, training and experience that produces the requisite knowledge and ability to manage a large school transportation operation.

Licenses; Certificates; Special Requirements:

A valid California Class A and B driver's license with a air brake and passenger endorsement, and the ability to maintain insurability under the District's insurance policy.

A valid Special School Bus Driver's Certificate issued by the California Highway Patrol.

Possession of a Standard Red Cross First Aid Certificate.

Incumbents are required to pass a Department of Transportation biannual physical examination.

Completion of a certified state Department of Education School Bus Driver Instructor course.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and walk; sit; talk, in person and by telephone; hear conversations, in person and by telephone, and equipment warnings; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to kneel, stoop, bend, climb or balance; lift up to 25 pounds and occasionally lift up to 50 pounds.

Specific vision abilities required include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, parents, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level may be quiet to moderately noisy.

The employee may operate a school bus in road traffic conditions and the noise level is occasionally noisy.

Board Approved: 5/17/18