

ONTARIO–MONTCLAIR SCHOOL DISTRICT

Director of Transportation

GENERAL PURPOSE

Under administrative direction, plans, organizes, directs and evaluates 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; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

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 developing and implementing 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.

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. Leads, plans, organizes, controls, integrates and evaluates the work of the Transportation Department; with subordinate supervisors and staff, develops, integrates, implements and monitors 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. Provides leadership and works with managers to 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.

4. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes 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.
5. Develops, implements and administers 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.
6. Plans, organizes and directs 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; develops and directs preventive maintenance programs and ensures school buses and vehicles are in proper operating condition; coordinates programs requiring the use of District vehicles with principals, administrators, department heads and other District personnel.
7. 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.
8. 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.
9. Receives, researches and resolves 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.
10. Monitors developments in areas of responsibility; 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.

11. Plans, develops, implements and manages the department's budget; reviews, analyzes and approves budget requests; maintains controls over expenditures.
12. Participates 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.
13. Prepares and maintains 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.
14. Investigates accidents involving District vehicles and students and prepares necessary reports and documentation.

OTHER DUTIES

1. Attends a variety of meetings, seminars and in-service training classes.

QUALIFICATIONS

Knowledge of:

1. School transportation operations involving the use of a large number and variety of vehicles.
2. Methods, practices, equipment and supplies used in a vehicle maintenance program.
3. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
4. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
5. Applicable federal, state and District programs, laws, regulations, policies and practices.
6. Research methods and analysis techniques.
7. Safe work practices and safety equipment related to the work.
8. Computer software applications related to the work.
9. Principles and practices of sound business communications.
10. Principles and practices of effective management and supervision.
11. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, integrate and direct a large school district transportation program and operation.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.

4. Analyze and make sound recommendations on complex management and administrative issues.
5. Present proposals and recommendations clearly and logically in public meetings.
6. Represent the District effectively in negotiations.
7. Develop and implement appropriate procedures and controls.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Communicate effectively orally and in writing.
10. Operate a computer and standard business software.
11. Organize, set priorities and exercise sound independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. 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 a four-year college or university with a major in public or business administration, or a closely related field preferred; and five years of progressively responsible experience in the operation of a school or public transportation system, three of which are supervisory and administrative preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

A valid California Class A and B driver's license with a 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.

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 class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close 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 is usually quiet.

Board Approved: February 18, 2021