

MANAGEMENT JOB DESCRIPTION

TRANSPORTATION ASSOCIATE DIRECTOR

JOB SUMMARY:

Under administrative direction from the Transportation Director, directs, plans coordinates, and manages District transportation services and operational readiness of the vehicle fleet. Coordinates student transportation with District and school administrators; supervises and evaluates assigned staff. Is committed to providing efficient and safe student transportation; is committed to teamwork, collaboration, and cross-training to provide optimum services for students, staff and community.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, and organizes transportation services by setting priorities, meeting schedules, and timelines.
- Maintains operational knowledge and support with transportation department software.
- Supervises, coordinates, and evaluates assigned transportation staff.
- Directs the work of the fleet maintenance staff.
- Maintains continuity of the transportation operation in the absence of the Director.
- Analyzes traffic conditions, bus capacity, and student distribution in order to make workable adjustments in operations.
- Confers with District and site administrators and parents regarding transportation.
- Ensures transportation representation in Individual Education Program meetings with special education staff.
- Participates in preparing specifications for vehicle and equipment acquisitions.
- Establishes and maintains cooperative and effective working relationships with others.
- Participates in transportation personnel selection and training.
- Assists with budget recommendations directed to safe and efficient transportation services.
- Attends meetings, workshops, and conferences to maintain a current knowledge of legislation, legal codes, and requirements.
- Recommends long-range plans to meet future transportation needs.
- Serves on District policy committees as needed.
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Five years of experience of increasingly responsible pupil transportation experience including scheduling and coordination of responsibilities; five years of lead or supervisory experience is desirable.
- Ability to plan and supervise District transportation busing 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 student issues; coordinate staff and driver schedules and assignments; use computer-based data

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programs; establish and maintain effective working relationships; communicate and interact effectively and professionally under pressure; analyze situations and adopt effective courses of action; 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 students; 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 requirement of an Associate Arts degree from a recognized college or university in business, 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 an AA degree. Possession of or ability to obtain a California Class B commercial driver license and school bus driver special certificate. Successful completion of a California School Bus Driver course and possession of a California Department of Education school bus instructor's certificate are desirable.

Management Salary Schedule: Range J
BOARD APPROVED: 10/24/14
REVISION DATES: