

MANAGEMENT JOB DESCRIPTION

**LEAD FLEET MAINTENANCE TRANSPORTATION
MANAGER**

JOB SUMMARY:

Under administrative direction from the Student Placement/Senior Transportation Department Manager, directs, plans, organizes, and manages District transportation and vehicle maintenance services and transportation services contracted with other districts. Coordinates student transportation with District and school administrators, supervises and evaluates assigned staff, committed to providing efficient and safe student transportation, committed to teamwork, collaboration, and cross-training to provide optimum services for students, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Directs and oversees transportation and vehicle maintenance services.
- Directs fleet maintenance shop operations.
- Directs the work of assigned fleet maintenance staff.
- Supervises, coordinates, and evaluates assigned transportation staff.
- Analyzes traffic conditions, bus capacity, and student distribution in order to make workable adjustments in operations.
- Oversees vehicle maintenance with District departments, contract districts, and other vehicle users.
- Oversees compliance with maintenance regulations published by the California Highway Patrol, the California Departments of Education and Transportation, and applicable OSHA and environmental regulations.
- Maintains operational familiarity and support with bus maintenance/transportation software.
- Oversees vendors, contractors, and manufacturers for repair parts, shop supplies, petroleum products, and warranty claims.
- Sets priorities and maintenance schedules for all District and contracted vehicles.
- Analyzes vehicle maintenance costs and participates in budget planning.
- Confers with District and site administrators and parents regarding transportation.
- Supervises investigation of incidents involving District buses.
- Participates in transportation personnel selection and training.
- Assists in preparing budget recommendations directed to safe and efficient transportation services.
- Prepares recommendations regarding bus specifications and purchase of buses and transportation equipment.
- Provides leadership for the Employee-Management Committee in order to address issues and to avert potential problems.
- Establishes and maintains cooperative and effective working relationships with others.
- Serves on District policy committees as needed.
- Assists in representing Transportation at Business Services meeting.

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- Attends meetings, workshops, and conferences to maintain a current knowledge of legislation, legal codes, and requirements.
- Recommends strategic, long-range plans to meet future transportation needs.
- May serve as transportation site/facility manager.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Five years of experience of increasingly responsible management or supervisory experience in transportation, general school administration, or a related field.
- Ability to plan and manage 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 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 requirements: Bachelor's degree from a recognized college or university in business administration, school administration, 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 a B.A. degree; completion of a School Bus Driver Certificate course is desirable; and completion of the California Department of Education School Bus Driver Instructor course is desirable.

Classified Salary Schedule: Range J
BOARD APPROVED: 08/20/02