

## TRANSPORTATION MANAGER OF TRAINING AND CONNECTEDNESS

### **DEFINITION:**

Under the general direction of the Chief Financial and Transportation Officer (CFTO), the Transportation Manager of Training and Connectedness (Transportation Manager) is responsible for leading and sustaining a comprehensive, districtwide transportation training and employee connectedness program. This position integrates regulatory compliance, operational readiness, and professional learning with the District's Leadership Collective Commitments and District welcoming standards, promoting a culture of safety, professionalism, coaching, accountability, and care for people.

### **QUALIFICATIONS:**

#### **Experience:**

- Progressive experience in pupil transportation operations, training, or related supervisory or management roles.
- Demonstrated experience developing and delivering adult training programs, coaching staff, and supporting employee engagement or retention initiatives.

#### **Education:**

- Bachelor's degree in education, business administration, public administration, transportation management, or a related field.
- Additional coursework or professional development related to training, leadership, or organizational development is desirable.

#### **Training/Certifications:**

- Possession of, or ability to obtain, required California Department of Education and Department of Motor Vehicles certifications related to school bus operations and driver instruction.
- Training in adult learning theory, coaching practices, or leadership development is desirable.

### **DISTINGUISHING CHARACTERISTICS:**

This position is expected to model and uphold the Folsom Cordova Unified School District's Welcoming School District Standards, Leadership Collective Commitments, and Process and Performance Targets by advancing equity-centered practices, applying improvement science, and fostering inclusive, data-driven decision-making to improve outcomes for students, staff, and families. The Transportation Manager of Training and Connectedness is distinguished by its primary responsibility for districtwide transportation training strategy, onboarding pipelines, and employee connectedness. This role focuses on building internal capacity, strengthening compliance through training design, recruitment and retention pipelines, and fostering a positive, accountable workplace culture aligned with District welcoming standards and Leadership Collective Commitments. Decision-making extends beyond individual work units to influence department-wide practices and long-term workforce sustainability. The Transportation Manager serves as a Transportation Department culture leader, serve as a Transportation Department culture leader by aligning people-centered practices, training systems, and performance expectations to support safe, reliable, and equitable student transportation services. The role requires strong interpersonal skills, discretion, and the ability to build trust and credibility with employees, labor partners, and district leadership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead people, processes, and systems in a manner that reflects District Welcoming Standards, Leadership Collective Commitments, and performance expectations for safe, reliable, and equitable transportation services.
- Lead Transportation training and development efforts that build employee capacity, accountability, and trust, consistent with the District's Leadership Collective Commitments.
- Design, implement, and evaluate Transportation training programs that support key performance targets, including safety compliance, on time service, certification completion, and reduced incidents.
- Develop and maintain standardized processes that promote consistency, efficiency, and accountability across Transportation operations.
- Monitor and analyze training, compliance, and performance data to identify trends, risks, and opportunities for continuous improvement within the Transportation Department.
- Ensure transportation training programs and onboarding processes directly support driver compliance with all applicable federal, state, and district transportation operational readiness expectations.
- Oversee systems for tracking driver credentials, certifications, and training requirements to ensure ongoing compliance with federal, state, and district regulations.
- Prepare and support candidates for certification and compliance with California Department of Education, Department of Motor Vehicles, and other applicable regulatory requirements.
- Support transportation leadership in post incident review processes, including coordination of training follow up, documentation review, and continuous improvement recommendations related to accidents or emergencies.
- Supervise, coach, and evaluate assigned staff, including driver trainers and transportation behavior support personnel.
- Establish training and coaching practices that promote positive student behavior support, customer service, and culturally responsive interactions across Transportation roles.
- Coach and support Transportation staff through clear expectations, constructive feedback, and continuous professional learning.
- Facilitate difficult conversations related to performance, accountability, and behavior in a respectful and supportive manner.
- Plan, organize, and oversee all aspects of the district's school bus driver training and certification program.
- Coordinate recruitment and onboarding support, including pre-employment training, candidate preparation, and transition into assigned roles.
- Plan, facilitate, and document required transportation safety training and meetings, including monitoring attendance and compliance.
- Utilize transportation and fleet management systems to inform training design, compliance monitoring, and safety improvement efforts.
- Model and reinforce District Welcoming Standards in all interactions with students, families, school sites, and Transportation staff, ensuring services are delivered with professionalism, care, and respect.
- Collaborate with school sites and district departments to address transportation concerns in a manner that is timely, solution-oriented, and reflective of District values.

- Partner with Human Resources, Risk Management, and labor representatives to support employee engagement, attendance accountability and retention strategies.
- Represent the Transportation Department on district committees or workgroups related to training, safety, and employee engagement.

**KNOWLEDGE:**

- Applicable laws, regulations, and guidelines governing pupil transportation and school bus operations.
- Principles of adult learning, coaching, and professional development.
- Employee engagement, attendance management, and retention practices.
- District Welcoming Standards and organizational culture-building strategies.
- Continuous improvement and process improvement methodologies (e.g., standard work, feedback loops, performance monitoring).
- Equity-centered service delivery as it relates to student transportation, family communication, and employee interactions.

**ABILITIES AND SKILLS:**

- Ability to lead people, processes, and systems in a manner that reflects District Welcoming Standards, Leadership Collective Commitments, and performance expectations for safe, reliable, and equitable transportation services.
- Ability to plan, implement, and evaluate comprehensive training programs.
- Ability to coach, mentor, and support employees with varying levels of experience.
- Ability to lead changes and implement new practices while maintaining trust, clarity, and staff engagement.
- Ability to translate operational data and performance outcomes into targeted training and coaching strategies.
- Ability to identify systemic issues affecting safety, service reliability, or employee performance and address them through structured interventions.
- Strong communication, facilitation, and relationship-building skills.
- Ability to navigate complex interpersonal and organizational dynamics, including employee concerns, resistance to change, and cross-departmental priorities.
- Skill in data analysis, documentation, and reporting related to training and compliance.
- Ability to work collaboratively with diverse stakeholders in a labor-management environment.
- Ability to balance compliance requirements with people-centered leadership practices.
- Process documentation and standardization to ensure consistency across training and onboarding programs.
- Designing performance-aligned training metrics that connect learning outcomes to safety, service, and compliance goals.
- Stakeholder facilitation, including collaboration with school sites, families, HR, Risk Management, and labor partners.
- Prioritization and workload management in a dynamic operational environment.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed and digital materials, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

Essential functions require, with or without the use of aides:

- Mobility to move to counter, files, and other areas of the school or office.
- Sufficient vision to see small print.
- Sufficient hearing to hear normal and telephone conversations.
- Sufficient dexterity to write, operate a telephone, computer, and other business machines.

**WORK ENVIRONMENT:**

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

- The noise level in the work environment is usually moderate.
- Work is primarily performed indoors in a standard office environment with regular interaction with district staff and the public.