DIRECTOR OF TRANSPORTATION

Purpose Statement

The Director of Transportation's role is for the purpose/s of planning, organizing and directing the activities and operations of the transportation department, advising district administration on matters relating to transportation and assuring compliance with rules and regulations governing pupil transportation.

Essential Functions

- Plans, organizes, coordinates, prioritizes and supervises the function of the day to day operations
- Coordinates, implements and maintains district bus routes and schedules; evaluates bus stop locations, road and weather conditions, and adjusts bus routes accordingly
- Manages compliance of state and federal regulations as well as district policy and procedures
- Participates in the screening, interviewing, selection, training, motivation and evaluation of transportation department personnel; provides training to correct deficiencies
- Supervises and evaluates performance of assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment; recommends discipline, reassignment or termination action as appropriate; documents evidence of substandard performance
- Provides leadership for employee relations through effective communication and coaching
- Provides leadership for problem resolution to facilitate effective working relationships and services
- Reviews, monitors and audits routing and pupil transportation schedules
- Prepares and maintains a variety of records and reports, including California Highway Patrol, Department of Transportation, compliance, employee and other related records
- Confers with and advises site and district personnel and the educational community regarding pupil transportation issues and concerns; resolves complaints from students, parents, and staff related to bussing issues on laws, pupil loads, bus stops, pupil ride times and misconduct of bus drivers and pupils
- Manages the legal and operational requirements of students with disabilities, including the transporting of the medically fragile passengers
- Participates in budget planning and the development, implementation and maintenance of expenditure control procedures; ensures cost effective operations
- Directs the investigation of personnel and vehicle accidents and prepares accident and injury reports related to transportation employees
- Works with families, students and the school administration to insure that district bus policies are understood and fairly implemented
- Plans, coordinates and implements bus transportation education round-ups that provide opportunities for parents and students to learn and practice bus riding procedures and processing of yearly bus passes
- Coordinates transportation department activities and services with outside agencies and organizations for co/extra-curricular events
- Supervises the operations of the automotive and heavy duty diesel repair shop for buses and other district motor vehicles
- Participates on a variety of boards and committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of student transportation
- Acts as the district liaison with community law enforcement and transportation agencies
- Other duties as assigned

Job Requirements & Skills

KNOWLEDGE of principles and practices of administration including office and personnel management and budgetary practices; basic principles, methods, trends, procedures and techniques, legal mandates, policies, regulations and guidelines, operational characteristics, services and activities of a comprehensive student transportation and safety program; organizational and management practices as applied to the analysis and evaluation of policies.

ABILITY to organize and manage multiple priorities; plan for both short and long term goals; establish targets of improvements in safety, quality, cost, and services; establish and maintain cooperative and effective relationships with those contacted in the course of work; evaluate and recommend specification of work rules, procedures, routes, and schedules; plan, organize, direct, and coordinate the work of supervisory and technical staff personnel; lead people, delegate authority and responsibility; communicate clearly and concisely, both orally and in writing; maintain cooperation, understanding, trust and credibility; identify and access appropriate alternative funding sources, including grants.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Four years of increasingly responsible experience in fleet Transportation, including two years of administrative and supervisory responsibility to include student transportation

Certificates & Licenses

Valid Driver's License
Valid Commercial Driver's License and Medical Certificate
CDE Transportation Administration Certificate Program
School Bus Certificate

Education

Bachelor's Degree in related field or equivalent combination of education and experience

Clearances

Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening

Required Testing

Successful Completion of Pre-Employment Process

Supervision

Executive Director of Administrative Services

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade

Range 12 Management Schedule

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year

227 Days