



Assistant Director of Transportation

Purpose Statement

The job of Assistant Director of Transportation is done for the purpose/s of supervising student transportation services and activities; overseeing assigned personnel and maintenance of buses; providing input on long range plan for transportation; assisting in hiring of personnel; and scheduling work assignments within established timeframes and standards

Essential Functions

- Assists with behind-the-wheel and classroom training for new school bus drivers for the purpose of evaluating and reviewing bus drivers' and applicants' job knowledge and complying with state requirements.
- Conducts regular inspections of district vehicles for the purpose of ensuring work quality, performance and production, and assuring that staff performance is meeting established standards and expectations.
- Coordinates with district personnel for the purpose of implementing and maintaining transportation services and/or programs.
- Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Investigates incidents, complaints, and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Maintains transportation records and submits reports when requested for the purpose of meeting regulatory requirements.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures fuel, oil, supplies, etc. for the purpose of ensuring availability of required items for transportation department.
- Recommends policies, procedures, cost-effective practices, and/or actions for the purpose of providing direction for meeting the district's goals and objectives and providing responsible budget control.
- Responds to emergencies including after hours situations for the purpose of addressing immediate safety concerns.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supervises department personnel, including hiring/termination recommendations, planning/scheduling/coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand multi-

step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of national, state and local Laws; five years in student transportation; and computer operations.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: delegate; prioritize tasks; handle multiple tasks; drive a school bus; and problem solving.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: speak English clearly; take initiative; making independent decisions; supervising others, communicating effectively; and resolving conflicts.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelor's degree in job related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

07/01/2019

Pay Grade

See Administrator Salary Schedule

Revised Date