Job Summary:

Under the direction of the Superintendent/designee, this position plans, organizes, controls, implements, and directs the District Transportation Department. Supervision of Operations Supervisor, driver instructors, dispatchers, bus drivers, mechanics, clerical and office personnel.

Minimum Required Qualifications:

Education/Experience: Minimum three (3) years successful public, or public-school transportation experience (5 years preferred), including three (3) years in a supervisory capacity. Experience working directly with public school districts is highly desirable. Bachelor's Degree in Business Administration, Public Administration, Transportation, or related field.

Knowledge of: Management of a large scale public school transportation system and division; Methods of efficient bus route scheduling for home to school and field trips; Principles of leadership, administration, supervision and training; Safe operation of and regular maintenance and repair of school buses and other district vehicles; Applicable codes, laws and regulations related to public school transportation systems and the students utilizing the transportation system; Budget preparation and control, financial, and statistical information; Record keeping, computer applications, and data organization, analysis, and application; Oral and written communication skills and techniques; California Vehicle Code, California Code of Regulations Title 13, applicable sections of the California Education Code and Collective Bargaining Agreements.

Ability to: Plan, organize, coordinate, and direct a public school transportation system, programs and services; Recruit, train, supervise, evaluate, and appropriately manage assigned personnel including clerical collective bargaining unit members and management; Ensure compliance with all governance programs and procedures; Develop annual budget recommendations and practice responsible financial maintenance; Maintain accurate and current operation, compliance, and financial records; Prepare oral and written reports to various audiences including the public, Governing Board, and district personnel; Operate and navigate various computer hardware and software; Interpret, apply, and explain codes, laws, rules, regulations, policies, procedures, and contracts related to the District Transportation program and division; Communicate effectively orally and verbally; Establish and maintain collaborative, cooperative, professional, and collegial relationships with all personnel.

Licenses/Testing:

- Valid California Driver's License
- Class B Driver's License
- Insurable at District's standard rates and maintain insurability during course of employment
- Employment eligibility including fingerprints, health (TB) and /or other employment clearances

Essential Functions:

- Provides leadership, supervision, support, and monitoring of all transportation operations and personnel; Coordinates with other District Transportation staff and supervisors for the purpose of maximizing a safe, efficient, and productive transportation program.

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Superintendent
Dr. Doug Kimberly

- Compiles data from a wide variety of sources (e.g. investigations, complaints, budget reports, payroll, etc.) for the purpose of analyzing trends and ensuring compliance with LEUSD Board Policy, California Department of Education (CDE), Department of Motor Vehicles (DMV), Department of Transportation (DOT) and California Highway Patrol (CHP).
- Studies and analyzes pupil transportation requirements for each school area along with information regarding overflow, and Special Education transportation needs received from various departments. Applies District policies and prepares/supervises the preparation of an efficient and integrated system of bus routes and schedules each school year. Reviews, audits, and modifies routes and schedules during the year as required.
- Supervises the scheduling of all maintenance and repair work on District buses, automobiles, trucks, and other District vehicles, both "white" and "yellow" fleets.
- Supervises inventory maintenance and ordering of all shop supplies, automotive, and related transportation shop equipment.
- Supervises and directs District personnel regarding methods and procedures related to supply and equipment requirements.
- Initiates grant proposals for school bus replacement and purchase and/or lease of District buses and other fleet vehicles, as well as District transportation supplies.
- Collaborates and negotiates transportation business with other districts and agencies; Oversees all Transportation related billing, including work performed for other districts and/or agencies.
- Prepares and oversees the preparation of Transportation related reports for staff and Governing Board uses.
- Ensures compliance with federal, state, and local rules and regulations concerning pupil transportation; Schedules regular inspections of all buses; Maintains strict compliance with DOT drug and alcohol regulations; Maintains and disseminates current and updated information on all CHP rules and regulations.
- Ensures complete and thorough record keeping for review, audit, and inspection.
- Participates in interagency, inter-district, and intra-district committees related to District transportation.
- Develops, proposes and recommends annual budget; monitors and controls expenditures; maintains accurate and current cost analysis records; prepares District Transportation budget requests; collates data required for annual J-141 Report; oversees maintenance and functionality of computerized records database.
- Responds to emergency situations and bus accidents; Addresses safety concerns; Assesses incidents, complaints, and/or accidents for the purpose of resolution or solution recommendation. Investigates transportation and staff complaints in collaboration with oversight entities as appropriate.
- Communicates with District personnel, the community, and labor organizations to resolve issues of concern; acts as a liaison with CHP, DMV, and other agencies as is necessary for the benefit of transportation operations.

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Working Conditions

Environment:
Office environment at the Transportation Office; Frequent visits to District Office, school sites, departments, and various public agencies/businesses; Governing Board meetings. Demanding timelines/Subject to frequent interruptions and daily contact with students, staff, parents, and the public. Subject to driving to a variety of locations to conduct work during day and evening hours – on call.

Physical Abilities:
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, other office equipment, and other equipment necessary to complete required duties
- Sitting and/or standing for extended periods
- Bending at the waist, kneeling or crouching, and reaching to retrieve/maintain files and records
- Occasionally reaching overhead, above shoulders, and horizontally
- Position requires occasional carrying, pushing, pulling or lifting up to 35 pounds
- Hearing and speaking to exchange information in person, on the telephone, and through email
- Visual ability to read, prepare/process documents and small figures and to monitor various services and personnel
- Walking over rough or uneven surfaces
- Mobility to travel to various school sites, conference and workshops required
- Hazards
- Extended viewing of computer monitor
- Working with and around office equipment having moving parts
- Outdoor supervision during extreme weather

Salary/Work Year:
Commensurate to Lake Elsinore Unified School District Classified Management Salary Schedule/245 days: FLSA Exempt

Supervision:
Superintendent of Schools/Designee
Approved: 10/08/2020

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