Position: Director - Transportation	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Transportation is responsible for the transportation department services for the district. The Director of Transportation plans, organizes, directs, and manages services, programs, and staff of the District transportation department, including school bus transportation services: fleet maintenance and repair of District buses, vehicles, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Coordinates dispatching activities, communication operations, and assignment of drivers to obtain optimum use of facilities, equipment, and human resources.
- Coordinates, assigns and oversees work of fleet mechanics to assure timely completion of maintenance and repair in order to provide safe and mechanically sound buses
- Directs and manages district maintenance inspection program for district buses, trucks, vans and other rolling stock. Monitors, schedule inspections, repairs, and provides records required by State Motor vehicle office, and highway patrol department.
- Authorizes outsourcing of mechanical work when needed. Authorizes parts and tools purchase and directs inventory control.
- Inspects physical facilities of terminal and buses for such factors as cleanliness, safety, and appearance, and takes required actions in order to meet prescribed standards.
- Processes customer/client complaints and initiates corrective actions designed to improve customer relations and services.
- Initiates investigations into causes of accidents, interviews drivers concerned to determine responsibility, and submits reports to their Supervisor.
- Monitors trip and dispatch logs for conformance with schedules.
- Directs the preparation and issuance of new schedules to operating personnel and reviews operator route bids to determine driving assignments.
- Assures replacement buses for vehicles involved in accidents and buses and operators for special charter or tours.
- Plan and deliver classroom, workshop, and behind-the-wheel instruction, training, testing, and driving evaluations for District bus and vehicle operators in compliance with safety policies and state and federal regulations; and maintain required training records and reports.
- Oversees District policy relating to U. S. Department of Transportation, Federal Highway Administration Act 382, controlled substances and alcohol use, including testing Districtwide of positions requiring commercial driver's license.
- Approves driving application for district employee and volunteer drivers. Enter district employees into the DMV Pull-Notice Program and monitors.
- Research and apply for grants for school bus replacement programs.

- Support administration of the district controlled substance and alcohol testing program for CDL drivers.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 50 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor’s degree or higher from an accredited college or university with major coursework in transportation management, public administration, business administration, logistics, automotive technology, industrial technology, or a related field. Relevant specialized training or certification in pupil transportation, fleet management, or transportation safety may substitute for portions of formal education where appropriate.
- Experience: Five years of increasingly responsible experience in transportation operations, fleet management, pupil transportation, or a related field, including at least three years in a leadership or supervisory capacity. Experience in school district transportation, public agency transportation systems, or large-scale fleet operations is highly desirable.

LICENSES AND CERTIFICATES

- Valid California driver’s license required

- Possession of a California School Bus Driver Certificate and Class B-PS Driver License
- Possession of a California School Bus Driver Instructor Certificate issued by the Department of Education preferred