Enterprise School District
Job Description

Job Title:	Director of Transportation (Classified Management)
Department:	Business Services
Reports To:	Chief Business Official or Designee
Range:	As identified on the Salary Schedule
Prepared By:	Human Resources
Prepared Date:	October 7, 2026
Approved By:	Board of Education
Approved Date:	November 4, 2026

SUMMARY: Under the supervision of the Chief Business Official and/or designee; supervises the day-to-day operations of the Transportation Department. Primary duties include direct supervision, scheduling of work assignments and employee evaluations for the Transportation Department and clerical support personnel; serves as a primary contact person for the Transportation Department, requiring public and human relations skills, and effective oral and written communication skills. This position requires the use of independent judgment to deal with a variety of unanticipated problems and concerns. This position also requires a knowledgebase of bus routing, the classified employees' contract and experience in handling progressive discipline. Highly sensitive issues and/or problems are referred to the Chief Business Official or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Assist with campus safety
- Maintain a working knowledge of legislation and pending regulations affecting student transportation
- Advise administration on matters involving pupil transportation
- Oversee the planning and organizing of routes and schedules.
- Oversee field trip management, such as, but not limited to, timely processing requests, approve/deny, assist with billing, etc.
- Manage driver assignments to bus, route, fieldtrip, etc.
- Provide communication to school sites, such as, but not limited to, routes, schedules, student discipline, etc.
- Regularly observe driver performance by riding with the driver and preparing observation reports.
- Act as liaison among drivers, administrators and parents to resolve student behavior concerns.
- Assist in accident investigation and provides necessary follow-up of accident reporting requirements.
- Schedule state mandated drug and alcohol testing for bus drivers
- Maintain accurate records and timelines as required by district policies, laws and regulations, such as, but not limited to, all required CHP records, annual CHP Carrier Inspection, records of repair, random testing, driver certificate records, etc
- Maintain records of driver eligibility to ensure timely renewals

- Monitor and notify drivers of upcoming expiration and status of licenses and certificates.
- Maintain a continuous program of driver training that includes classroom instruction, behind the wheel training (original and/or renewal), new or changes in procedures, laws, regulations, student behavior management, driving conditions, equipment usage, wheelchair lift/tie-down/operation, etc.
- Plan and coordinate special training such as, but not limited to, cardiopulmonary resuscitation, first aid, and specialized health care procedures.
- Submits reports and maintains records, such as, but not limited to, driver records on training, driver license, school bus certificate and medical card status.
- Prepares and monitors transportation budget.
- Prepare and submit employee evaluations according to District policy and procedures.
- Manage department employee leaves, such as, but not limited to, employee leave requests, leave scheduling, substitute coverage, timecard approval,etc.
- Respond in conjunction with the District Office to emergencies including after-hours situations for the purpose of addressing immediate safety concerns
- Maintain own route as driver estimated at approximately 40% of the day
- Substitute for other drivers as necessary
- Perform other duties which reasonably relate to the above

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: At least five years of experience driving a school bus at the K-8 level and management or supervisory experience preferred.

LANGUAGE SKILLS: Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Chief Business Official and/or designee in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Class **A or** B driver's license with P **and S** endorsements, valid California Special Driver Certificate **(DL-45),** valid/unrestricted California School Bus Driver Instructor Certificate, Red Cross First Aid Card, and Red Cross or American Heart CPR card.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Demonstrate ability to drive a school bus safely and efficiently; Ability to supervise others in an efficient and effective manner to build high group morale; Knowledge of CHP School Bus Driver Handbook.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here 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 the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Superintendent — Date: 11-4-26

Board Approval (Clerk) — Date: 11-4-26