

DIRECTOR OF TRANSPORTATION

JOB SUMMARY: Under the general direction of the Assistant Superintendent-Personnel Services to plan, coordinate, and direct the overall operation of the Transportation Department.

ESSENTIAL FUNCTIONS (include but not limited to):

1. Supervise bus drivers in the performance of their duties; to include planning, routing, scheduling, and operation of all licensed motor vehicles belonging to the District.
2. Supervise mechanics and all other shop personnel in the performance of their assigned duties.
3. Assist and advise the Assistant Superintendent- in all matters relating to the operation of the Department.
4. Assist in the preparation of the yearly budget for the Department, and determine and recommend future stock, material, and manpower requirements for the department.
5. Coordinate preparation, scheduling, routing, and availability of vehicles requested by the various school organizations.
6. Review and recommend policy and procedural changes including the employment, transfer and promotion of personnel.
7. Develop and implement required in-service training programs.
8. Drafts specifications for automotive parts and supplies equipment is to be purchased.
9. Assist school principals with the routing and scheduling of buses for both home-to-school and extra transportation requirements.
10. Assist principals on matters of recurring bus problems involving student discipline or driver attitudes.

11. Advise and assist Principals on availability of equipment and planning for educational trips.
12. Communicate with parents and the public in matters relating to pupil transportation.
13. Receive and investigate complaints from the public concerning the operation of school buses and other district vehicles.
14. Enforce district Bus Safety Rules and Regulations.
15. Confer with appropriate agencies regarding conditions affecting bus routes and stops.
16. Assist Highway Patrol with implementation of provisions of statutes which apply to student transportation.
17. Supervise the Head Mechanic in the scheduling of repair and maintenance of all equipment.
18. Establish and maintain ongoing Drug and Alcohol Testing program for School Bus Drivers and Mechanics as required by State & Federal Laws and District Policy.
19. As a member of the Management Team, works cooperatively with the other members of the Management Team in the formulation of District policies and the implementation thereof.

EMPLOYMENT STANDARDS:

Desirable:

1. Two years school bus driving experience; two years successful supervisory experience, or equivalent training.
2. Two years college or equivalent.
3. Class A or B unrestricted California Commercial Driver's License with Air & Passenger endorsement
 - a. DMV Medical Certificate
4. California School Bus Driver's Certificate
5. California State School Bus Instructor's Certificate issued by the State Department of Education.
6. Certificate for Supervisors Rules in Administering Federal D.O.T. Regulations and a Drug Free Work Place.
7. Red Cross First Aid and CPR Certificates.

Knowledge of:

1. All applicable State department of Education regulations pertaining to pupil transportation.
2. The Vehicle Code of the State of California and the local California Highway Patrol interpretations thereof.
3. Safe routes of travel throughout the State
4. Simple bookkeeping procedures.
5. Preventative Maintenance of vehicles.
6. A working knowledge of heavy-duty equipment repair.
7. Computer operation.

Ability to:

1. Meet the public with courtesy and tact both in person and on the telephone.
2. Maintain a close working relationship with the Board, Administration, and employees so that the functions of the Department are carried out with smoothness and harmony.
3. Delegate work effectively and supervise the job to successful completion if needed.
4. Route buses to provide the best possible service at the least cost.
5. Recruit and train needed driver personnel.
6. Read, write, and speak at a level sufficient to fulfill the duties to be performed.