

RIVER DELTA UNIFIED SCHOOL DISTRICT DIRECTOR OF TRANSPORTATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise, and coordinate activities of the District's pupil transportation system, including home-to-school bus service, field trips, bus and vehicle maintenance and bus driver training; to coordinate assigned activities with each District school site and the District Office; to provide highly responsible and complex administrative support to the Assistant Superintendent of Business Services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant Superintendent of Business Services.

Exercises direct supervision over technical and maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. To plan, direct, manage and oversee activities and operations related to the District's pupil transportation system, including home-to-school bus service, field trips, bus and vehicle maintenance and bus driver training.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within district policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for the Transportation Department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Transportation program annual budget; forecast staff needed for staffing, equipment, materials, and supplies; prepare specifications for bus equipment; monitor and approve expenditures; implement adjustments.
7. Direct and oversee maintenance of all District vehicles include District buses, passenger and utility vehicles, trailers, tractors, lawn mowers and other motorized equipment; ensure that work is completed in an efficient and safe manner.
8. Develop specifications for new vehicles; recommend placement of vehicles and equipment.
9. Serve as liaison for Transportation with each school site, the District Office, parents, teachers and students; negotiate and resolve sensitive and controversial issues.

10. Plan and coordinate school bus pick up schedule and bus routes; collaborate with schools regarding school bell times.
11. Schedule field trips and athletic trips; coordinate with other district staff.
12. Investigate pupil disciplinary problems; collaborate with parents and student; recommend disciplinary actions.
13. Provide responsible staff assistance to the Assistant Superintendent of Business Services.
14. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to maintenance and operations programs, policies, procedures as appropriate.
15. Monitor bus routes; ensure adherence to safe work practices.
16. Respond to and resolve difficult and sensitive inquiries and complaints from parents and the general public; determine employee/student disciplinary action; investigate accidents; prepare reports.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a public-school pupil bus transportation program.

Operational characteristics of school buses.

Principles of fleet maintenance.

First aid methods and techniques.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Essential Functions:

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Education Code requirements related to school transportation.

Standard safety precautions.

Ability to:

Manage, direct and coordinate the work of lower-level staff.

Select, supervise, train and evaluate staff.

Oversee and direct the operations, services, and activities of the Transportation Department.

Develop and administer departmental goals, objectives and procedures.

Prepare and administer departmental budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective audio-visual discrimination and perception needed for successful job performance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a public-school transportation department, including two years of supervisory responsibility.

Training:

Equivalent to completion of the twelfth grade. Supplement college level course work in public administration, personnel management or in a related field is desirable. Bilingual, oral and written (Spanish) preferred, not required.

License of Certificate:

Possession of, or ability to obtain, a California School Bus Driver Certificate and Class B-P Driver License and possession of, or ability to obtain, a California School Bus Driver Instructor Certificate issued by the California Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions:

Field environment; driving school buses/vehicles, some office environment (work on a computer).

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for driving school buses/vehicles; for performing maintenance tasks on school vehicles; for sustained posture in a seated, a bent and in a standing position.