

TITLE: DIRECTOR OF TRANSPORTATION

QUALIFICATIONS

Knowledge of

1. Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to transportation of students.
2. Basic first aid practices, procedures, and techniques.
3. Budget preparation and control.
4. Classified Bargaining Unit contract and negotiation techniques.
5. District organization, operations, policies and objectives.
6. Effective public speaking techniques.
7. Interpersonal skills using tact, patience, and courtesy.
8. Local traffic laws and regulations, including the working knowledge of local transportation corridors and geography.
9. Oral and written communication skills.
10. Planning and management techniques for a school transportation system, or an equivalent field, including scheduling, cost controls, budgeting, equipment utilization, and public relations.
11. Principles and techniques of effective supervision and training.
12. Principles of record keeping and statistical reporting.
13. Safe driving practices.
14. Safety rules and regulations for this position.

Ability to

1. Analyze situations accurately and adopt an effective course of action.
2. Assign personnel so that substitute needs are minimized for vacation, sick leave, and other absences.
3. Be a productive and active team member.
4. Calculate long-range planning.
5. Communicate effectively both in oral and written form.
6. Coordinate several functional areas to assure job progress. Meet job start/target dates.
7. Develop and monitor a centralized budget for the transportation department.
8. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
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10. Effectively and efficiently supervise, train, and evaluate personnel.
11. Effectively plan for and deal with change.
12. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.
14. Estimate and requisition supplies and equipment needed.
15. Evaluate situations and determine priorities.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Implement and maintain all transportation-computerized systems.

Ability to (continued)

18. Keep abreast of school bus driving and operating laws and requirements.
19. Maintain accurate and current records of operations and costs.
20. Make recommendations on staffing needs that meet the requirements of the school district.
21. Perform the job functions in the job description.
22. Plan, organize, and supervise the safe and efficient operation of the transportation system and the work of subordinates.
23. Prepare and submit written and oral statistical and narrative reports.
24. Prepare efficient and effective transportation routes and schedules.
25. Present and maintain a pleasant appearance and demeanor.
26. Understand and carry out verbal and written instructions.
27. Understand and utilize computer systems as they relate to various functions.
28. Work both collaboratively and independently.
29. Work successfully with diverse groups of people.

Training and experience

1. Graduation from high school or its equivalent supplemented by college level courses in management techniques, public administration, or transportation.
2. Minimum of five (5) years of recent, successful experience in transportation, including two (2) years of experience in a supervisory capacity.
3. Completion of California Department of Education Transportation Administrator Program or the ability to acquire a certificate.
4. Possession of a valid Class B California Driver's License or the ability to acquire the Class B License.

REPORTS TO: Assistant Superintendent of Business Services

SUPERVISES: Bus drivers, dispatchers, driver trainers, mechanics, and assigned clerical staff.

JOB GOAL: Under administrative direction to plan, organize, and supervise the operation of the district's transportation and vehicle maintenance program; assess district-wide needs and develop budget guidelines; and provide staff development.

ESSENTIAL FUNCTIONS

1. Assigns drivers to regular routes, field trips, and special events requiring bus service.
2. Assists in establishing a budget for the department and monitoring the operation to assure adherence to the budget.
3. Assumes responsibility for the security of revenues until turned over to proper authorities.
4. Confers with administrative and supervisory personnel on pupil transportation concerns.
5. Directs transportation cost containment activities.
6. Establishes, monitors, and modifies as needed bus stops, routes, and schedules.

ESSENTIAL FUNCTIONS (continued)

7. Follows district policies and procedures.
8. Handles complaints and requests for information from parents and citizens relating to the transportation for students.
9. Knows and understands the Mission and Core Values of the district.
10. Monitors student safety and coordinates safety activities relating to the transportation of students.
11. Participates in district in-service training as required.
12. Participates in short-term and long-range transportation planning.
13. Participates in the selection, assignment and evaluation of department personnel and establishes duties and work schedules for employees.
14. Prepares and submits reports as required. Checks various operational reports for completeness and accuracy.
15. Provides for appropriate training and in-service for staff.
16. Studies and analyzes district-wide pupil transportation requirements and recommends courses of action.
17. Supervises the preparation of records of transportation operations and costs such as: time cards, field trips, special education, etc.

OTHER FUNCTIONS

1. Oversees the coordination and maintenance of district-owned vehicles.
2. Participates in workshops, in-service training, seminars, and conferences.
3. Recommends the scheduling of vehicle replacement.
4. Performs other duties as assigned.

PHYSICAL ABILITIES

1. Able to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.
2. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
3. Able to conduct verbal conversation in English.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to sit for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and forty (40) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and forty (40) pounds occasionally.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.

PHYSICAL ABILITIES (continued)

16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights in a safe and effective manner.
18. Able to work in a wide range of temperatures.
19. Able to operate office machines and audio-visual machines and equipment in a safe and effective manner.
20. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for Professional Personnel. The Assistant Superintendent of Business Services will complete the evaluation.

Approved by: Board of Education Date: August 10, 2000

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**