

## **TRANSPORTATION MANAGER**

### **DEFINITION**

Under direction, to plan, organize, supervise and oversee the day-to-day operations of the Transportation Department and to do other related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage the development of all routes, driver assignments and bus schedules to support the efficient functioning of home to-school transportation.
- Work collaboratively with the Special Education Division and other departments to link Transportation Services with student needs.
- Assist in department reorganization, analysis of alternate schedules, and the future growth of the district in matters related to transportation.
- Assists in the preparation of departmental budgets and expenditure monitoring.
- Confers with parents, the general public and other District personnel and administrators.
- Assure compliance with departmental procedures, district policies, state regulations, and other regulations related to student transportation.
- Facilitate the recruitment, hiring, supervision, and training of personnel.
- Participate in labor relations activities as appropriate.
- Prepare reports, respond to requests for data, and maintain required records.
- Assists in the selection of new equipment and vehicles.
- Perform a wide variety of related work in support of District transportation department.

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

Principles and practices involved in organization and operation of a school transportation program; California Motor Vehicle Code and Education Code requirements pertaining to pupil transportation; methods, procedures, and terminology pertaining to data management, storage and retrieval systems; operation of computer terminals, two-way radio system, and other equipment used to run a transportation department; and the evaluation of personnel performance; Safe working methods and procedures.

#### **Ability to:**

Coordinate and implement an efficient, effective student transportation system; oversee the scheduling of routes and maintain time lines; oversee driver training programs; communicate effectively and proactively with various stakeholder groups; enter and retrieve applicable bus transportation data. Understand and communicate effectively in oral and written form, in the English language. Establish and maintain cooperative working relationships.

#### **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

**Education and Experience:**

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

Experience:

Five years of experience in a pupil transportation program, including two years in a management or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training or course work in the business management, organization and supervision, and the management of transportation.

**Licenses:**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes and vibrations. The employee occasionally works in outside weather conditions.

*June 11, 2015*