

ORANGE UNIFIED SCHOOL DISTRICT

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

- Manage the development of all routes, driver assignments and bus schedules to support the efficient functioning of home to-school transportation and field/sport/activity trips.
- Work collaboratively with school sites and departments to provide Transportation Services.
- 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, evaluation, and training of transportation and mechanical service personnel.
- Assist in planning, developing, and conducting meetings, orientations, and trainings.
- Manage and oversee department personnel including mechanical service personnel.
- Confer with and advise mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions.
- 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

Knowledge of:

- Principles, methods, trends, procedures, and techniques of a comprehensive pupil transportation program
- driving safety and courtesy
- understanding of supervision or management of transportation personnel
- Legal mandates, policies, regulations, and guidelines of a pupil transportation and safety program
- Procedures related to 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 timelines
- oversee driver training programs
- communicate effectively and proactively with various stakeholder groups enter and retrieve

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applicable bus transportation data

- Understand and communicate effectively in oral and written form, in the English language
- Establish and maintain cooperative working relationships

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 (5) years of experience in a pupil transportation program, including two (2) 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 organization and supervision, and the management of a transportation program.

OTHER REQUIREMENTS

License and Certification Requirements

Possession of a valid Class A or B, California Motor Vehicle Operator's License

Possession of a valid School Bus Driver's Certificate issued by the California Highway Patrol

Possession of a valid medical examiner's certificate

Possession of a current First Aid Certificate approved by the Emergency Medical Services Authority or pass the First Aid Examination given by the California Highway Patrol

Other

Insurability by the Districts' 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.

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 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and 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 equipment and use hand tools, and handling and working with various materials and objects and important aspects of this job.