(REVISED 8-14-05)
1-28-10

JOB DESCRIPTION

TITLE DIRECTOR OF TRANSPORTATION

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's Degree in Business or related field with five years related experience and/or training in the area of Transportation which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., ability to use email, Excel and Word).
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
Mathematical	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director for Support Services

GENERAL RESPONSIBILITIES

1. Directs all activities and functions within the Transportation Department.

2. Ensures compliance with all applicable federal and state requirements.

SPECIFIC RESPONSIBILITIES

1. Administers standard operating procedures within the Transportation Department in accordance with Federal, state, and local regulations, including Board Policy and existing collective bargaining contracts.

2. Develops and administers a transportation program to meet the requirements of the instructional program and extracurricular activities.

3. Maintains all district-owned vehicular equipment and develops and implements a maintenance program for such equipment.

4. Prepares, recommends and administers the annual Transportation budget.

5. Recommends procurement of materials, supplies and equipment for the Transportation Department through the Purchasing Department.

6. Develops recommendations for new and replacement of buses and district vehicles based on existing and projected requirements.

7. Reviews qualifications of Transportation Department employee applicants and makes recommendations for selection.

8. Develops, administers and maintains an aggressive safety program, to include enforcement the Safe Driver Plan.

9. Recommends efficient school bus routes and time schedules.

10. Evaluates personnel in accordance with collective bargaining contracts and district personnel procedures.

11. Prepares and submits all reports pertaining to the Transportation Department to include FTE, worker's compensation, vehicle accident and equipment inventory.

12. Implements procedures to insure subordinate managers are effective in management of their individual sections and achieve efficiency, economy and safety of operation.

13. Prepares cost estimates and maintains cost and schedule data records.

14. Serves on the District Traffic Safety Committee and Pathways advisory committee.

15. Works closely with school officials to ensure effective, efficient, responsive transportation support.

16. Serves as a liaison with and as a member of various committees.

17. Works effectively with parents and the community to resolve transportation issues.

18. Ensures that bus drivers are properly trained, have all necessary driving licenses, and that driving records are maintained and monitored.

19. Assists the District and County Emergency Operations Center during cases of emergencies.

20. Performs other duties as assigned.