

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Page 1 of 2

JOB TITLE: *DIRECTOR OF TRANSPORTATION*

Job Purpose Statement:

Under administrative direction, supervises, directs and oversees the transportation services for students within the district, including the maintenance of all transportation vehicles. Coordinates and schedules pupil transportation with District and school administrators; supervises and evaluates staff; committed to providing efficient and safe pupil transportation services.

Essential Job Functions:

- Arranges for substitutes or may drive a bus to cover absences for the purpose of providing adequate coverage to meet the transportation needs of the district.
- Confers with parents, principals and District administrators (e.g. problems concerning student transportation/discipline, inquiries related to routes, etc.) for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Develops transportation requirements (e.g. bus routes, schedule route changes, transportation needs for special education students, dispatches buses/personnel, etc.) for the purpose of determining immediate and long term transportation needs to ensure that students are safe, making recommendations and maximizing use of available funds.
- Directs operations and activities of the Transportation Department for the purpose of ensuring student transportation to and from schools and field trips.
- Maintains a variety of information, files and records related to transportation personnel (e.g. route information, budget, vehicle inspection records, fuel use, bus records, time reports, personnel records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors transportation budget for the purpose of ensuring that allocations are accurate and funds are maximized.
- Prepares various reports (e.g. training materials, incident logs/reports, annual bus inventory reports, regular bus route, special school trips, etc.) for the purpose of providing guidance and/or recommendations to Administration.
- Procures parts, supplies, materials and tools for the purpose of ensuring availability of items required to repair fleet vehicles in a timely manner.
- Recommends policies, procedures and/or actions (e.g. future equipment, personnel needs, etc.) for the purpose of providing information and/or direction that ensures efficient operation of transportation services and regulatory compliance.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

- Schedules repairs on school buses for the purpose of ensuring that the vehicle is in a safe operating condition.
- Supervises transportation activities and assigned personnel (e.g. schedules, evaluates, trains, recommends hiring, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required safety and regulatory standards.

Other Job Functions:

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications

- Experience Required: A minimum three years of job related experience with increasing levels of responsibility preferably in a school district setting.
- Education Required: High School Diploma or equivalent
- Knowledge of provisions of the California Motor Vehicle and Education Codes and the Department of Transportation Drug and Alcohol Testing procedures applicable to the operation of vehicles in the transportation of pupils; safe driving practices; principles of efficient and economical bus routing techniques and scheduling of employees; rules and regulations affecting school district Transportation Department; geographic and topographic characteristics of the community served by the District; principles of dispatching and scheduling of school buses; training, supervision and evaluation of employees techniques; and record keeping techniques.
- Ability to plan and manage District transportation operations; plan, organize, evaluate, and supervise the work of assigned staff; maintain records and prepare and present written and oral reports; work with the public concerning bus schedules and pupil issues; coordinate staff and driver schedules and assignments; use computer based data programs; establish and maintain effective working relationships; communicate and interact effectively and professionally under pressure; analyze situations and adopt effective courses of action; and meet schedules and timelines; operate and evaluate radio communications.
- Licenses, Certifications, Bonding and/or Testing Required: Valid Class B California Driver License with P endorsement; California School Bus Driver Certificate; California School Bus Driver Instructor Certificate; Department of Transportation Medical Examiners Certificate; First Aid Certificate; Department of Justice and FBI Fingerprint Clearance; Tuberculosis Clearance.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 55% sitting, 40% walking, and 5% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Salary Grade: Range 104 Management Salary Schedule
FLSA Status: Exempt