

**JOB TITLE:           DIRECTOR OF TRANSPORTATION****BASIC FUNCTION**

Under direction, to plan, organize, coordinate and supervise the functions and activities of the District transportation operation; to plan, organize, coordinate and supervise the maintenance and repair of the District motorized equipment; and to do other related functions as required.

**ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, coordinates and supervises the functions of the transportation operation, including bus route planning, assigning and dispatching of transportation personnel, and the inspection, maintenance and repair of pupil transportation and other motorized equipment.
- Confers with and advises mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions.
- Reviews, monitors and audits bus routing and pupil transportation schedules to ensure adherence to a cost effective operation and the appropriate utilization of personnel and equipment.
- Reviews major mechanical repair time and material cost estimates, and determines priority repair and maintenance schedules.
- Confers with and advises site and District personnel and the educational community concerning pupil transportation related problems, issues and concerns.
- Investigates, tests and recommends the acquisition of supplies, materials and equipment, and the development of a replacement schedule for obsolete transportation equipment.
- Participates in the budget planning process, and in the development, implementation and maintenance of expenditure control activities.
- Plans, organizes and conducts personnel orientation and in-service training programs.
- Plans, develops and implements policies, guidelines and operational procedures to ensure a cost effective and cost beneficial operational mode.
- Establishes, implements and maintains a data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes and preventative maintenance programs.
- Investigates accidents involving pupil transportation equipment and District owned vehicles and equipment and prepares appropriate evaluative reports.
- Reviews, monitors, audits and evaluates the performance of transportation personnel, and assists them in resolving conflicts and personnel related problems.
- Participates in the recruitment, selection and assignment of transportation and mechanical service personnel.
- Ensures that the transportation program and activities meet the guidelines and requirements of the State and other agencies.
- Oversees the collection and accounting procedures related to the collection and distribution of funds derived from parents and other district units.
- Oversees the District Ride Share program.
- Confers with School staff members, parents, students, and bus drivers to develop, implement and maintain appropriate student behavior on District buses.
- Completes required State and District reports.

**JOB REQUIREMENTS – QUALIFICATIONS****Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program.
- Methods, techniques and procedures pertaining to the maintenance and repair of gasoline and diesel powered motorized equipment.

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT  
DIRECTOR OF TRANSPORTATION - Page 2**

- Legal mandates, policies, regulations and guidelines related to a pupil transportation and safety program.
- Practices, methods, procedures and techniques of organization, supervision, and the evaluation of personnel performance.
- Safe working methods and procedures.
- Principles of budget preparation and control.
- Public relations strategies and techniques.

Ability to:

- Effectively and efficiently organize, coordinate and supervise pupil transportation and mechanical service maintenance and repair functions and activities.
- Prepare accurate cost analyses pertaining to major equipment maintenance and repair projects.
- Interpret and work from technical manuals, drawings, schematics and diagrams.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal direct supervision.
- Establish and maintain cooperative organizational and community relationships.
- Operate a personal computer and appropriate software.
- Select, supervise and evaluate assigned staff.
- Maintain accurate records of all phases of the transportation program.
- Establish and maintain positive and effective working relationships.
- Work courteously and tactfully with co-workers, public and parents.
- Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities and new procedures.
- Receive constructive criticism and modify work appropriately.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superior as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.
- Understand and carry out oral and written directions.

**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 70 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs or ramps. It may involve walking or standing for extended periods of time as well as the manual dexterity and related physical ability required to handle items, operate computers and other types of office and mechanical tools and equipment.
- Perceiving the nature of sound, near and far vision, depth perception, providing and responding to oral information, and handle and work with various materials are important aspects of this position.
- Exposure to hot cold, wet, humid, or windy conditions caused by the weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT  
DIRECTOR OF TRANSPORTATION - Page 3**

**EXPERIENCE AND EDUCATION REQUIREMENT**

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

Experience:

Four years of experience in a pupil transportation and mechanical service program, including two years in a supervisory capacity.

Education:

Equivalent to the completion of an Associate of Arts degree, supplemented by advanced training or coursework in the organization and supervision of transportation and mechanical service programs.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid Class II, California Motor Vehicle Operator's License;
- Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, including passage of a first aid examination.

**CONDITION OF EMPLOYMENT**

- Insurability by the District's liability insurance carrier.