

SYLVAN UNION SCHOOL DISTRICT

Job Description

FLSA Exempt

JOB CLASSIFICATION TITLE: DIRECTOR OF TRANSPORTATION

Description of Position

Provides leadership and assumes administrative responsibility for the Transportation Department including the district's transportation of students, bus and vehicle management, repair and maintenance as well as ensures proper training and compliance for department procedures and staff.

Directly Responsible To

Assistant Superintendent of Business Services

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Essential functions and responsibilities may include, but are not limited to:

1. Plans, directs, organizes and supervises the operation of the student transportation system.
2. Plans, strategizes and evaluates bus routes; leads transportation staff in route bidding and assignments.
3. Schedules, directs, and evaluates assigned personnel in the Transportation Department.
4. Recruits and trains prospective bus drivers.
5. Participates in interviews and making recommendations on selection of personnel.
6. Plans, organizes and conducts training activities, including staff development, for all drivers and Transportation Department staff.
7. Conducts safe driving and safe working methods and procedures training in compliance with state and federal laws.
8. Develops, maintains, directs and supervises the school bus safety program in accordance with all laws and regulations.
9. Supervises and directs maintenance and servicing of assigned equipment and district vehicles.
10. Prepares specifications for the purchase of vehicles, buses, and equipment.
11. Responsible for maintaining departmental and staff records as well as the preparation and execution of required reports, including accident and injury reports.
12. Develops and presents oral and written reports to district leadership as well as the Board of Trustees.
13. Communicates with staff, parents/families, students and the community about student safety, discipline and scheduling.
14. Evaluates fleet requirements for additional and/or replacement buses, vehicles and equipment.
15. Prepares budgets and works collaboratively with the Finance and Business departments to ensure fiscal solvency.
16. Drives school buses.
17. Performs other duties as assigned.

DESIRABLE QUALIFICATIONS, KNOWLEDGE AND SKILLS:

1. Knowledge in laws and regulations of the California Highway Patrol and California Department of Education governing the transportation of students.
2. Familiarity with methods, materials, tools, and equipment used in the maintenance and repair of automotive equipment, including buses.

DIRECTOR OF TRANSPORTATION

Job Description

Page 2

3. Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
4. Effective supervision including evaluations, coaching and timely feedback provided to employees.

MINIMUM QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

1. High school diploma or equivalent.
2. Possession of valid State-Certified School Bus Driver Instructor Certificate or ability to obtain within one year of acceptance of position, a State-Certified School Bus Driver Instructor Certificate for the State of California
3. Possession of valid California Commercial Driver's License, Class A or B, with Passenger Endorsement
4. Possession of current Medical Examiner's Certificate (MCSA-5876) issued in accordance with the motor carrier safety regulations of the Department of Motor Vehicles
5. Possession of valid California Special Driver's Certificate (DL-45) for School Bus.
6. Fingerprint clearance, as mandated by state law.
7. Five (5) years of successful experience in the operation of a school bus, including at least one year involved with a school bus driver training program and/or three (3) years of increasing responsibility in the supervision of a bus transportation department.
8. Knowledge of school bus transportation procedures and safe driving practices.
9. Knowledge of safety devices and procedures on school buses.
10. Knowledge of current computer equipment, software and operating systems utilized in the Transportation Department including computer literacy in the creation of documents, spreadsheets, electronic mail and any required routing, compliance, or staffing software or programs.

PHYSICAL REQUIREMENTS:

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

1. Ability to lift, carry, push, or pull objects which may exceed 50 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen and bus dashboard and read-outs.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception (to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee) and the ability to adjust focus.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone, microphone, 2-way radio or other devices.
6. Ability to speak clearly with the ability to be heard and understood on the telephone, microphone, two-way radio and other devices and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly and use hands to finger, handle, feel objects, tools or controls.
8. Sufficient physical ability to reach horizontally and vertically with arms.

DIRECTOR OF TRANSPORTATION

Job Description

Page 3

PERSONAL QUALITIES:

1. Positive and proactive leadership and supervision.
2. Appearance, interpersonal and communication skills which establish a professional role model and example.
3. Ability to meet district standards for physical and mental health.
4. Ability to speak, understand, and write English clearly and accurately.
5. Ability to communicate effectively with parents, staff and other stakeholders in a sensitive and effective manner.
6. Demonstrate good judgment, tact, patience, and confidentiality.
7. Ability to work cooperatively and professionally with all stakeholders.
8. Ability to work collaboratively, think creatively, critically and problem-solve independently.

Board Approved: Pending

Salary: Classified Management Salary Schedule

Work Year Calendar: 260 days