

**MODESTO CITY SCHOOLS**

*PROPOSED*

Job Description

JC

**ASSISTANT DIRECTOR, TRANSPORTATION**

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume management responsibility for planning and organizing efficient daily bus routes, field trips and special transportation needs. Advise and administer personnel meetings, training and evaluations of staff and programs.

SPECIFIC RESPONSIBILITIES

1. Adjust daily bus routes to meet needs of students within the guidelines of the State and Board authorities. *E*
2. Within contract guidelines, schedule field/excess trips with outside agencies as needed, while still meeting the needs of home to school transportation. *E*
3. Assign, coordinate and monitor the work of assigned personnel. *E*
4. Organize all student transportation needs; develop bus schedules based on District/student needs. *E*
5. Assemble route book and post drivers' weekly trip list. *E*
6. Develop and coordinate all routes and bus scheduling and communicate relevant information to District staff; resolve issues as they arise related to routing, scheduling, overload, personnel and vehicle maintenance. *E*
7. Oversee and assist, as needed, to ensure compliance with Department of Transportation Drug & Alcohol Testing Program. *E*
8. Assist with specifications for the purchase of District vehicles. *E*
9. Prepare and disseminate, operational and safety procedures, and procedures related to proper use of safety equipment to assigned personnel; adhere to State, County, and District safety standards and procedures. *E*
10. Assume the duties of Director of Transportation in his/her absence; attend meetings as required. *E*
11. Communicate issues related to student behavior with District personnel or local authorities, as needed. *E*
12. Maintain participation in the CA DMV Assessment System/Auto Pull Program. *E*
13. Assist in the selection, orientation, supervision and evaluation of personnel. *E*
14. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
15. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

SALARY

Management Salary Schedule

**ASSISTANT DIRECTOR, TRANSPORTATION (continued)**

QUALIFICATIONS

Knowledge/Ability

**Minimum Requirements:**

- Knowledge of safe driving practices and laws and regulations of the California Highway Patrol.
- Knowledge of provisions of the California Vehicle Code and the Education Code and District policies applicable to the operation of vehicles in transporting students.
- Knowledge of first aid practices.
- Knowledge of basic principles of a school district transportation system.
- Knowledge of and ability to diagnose and repair mechanical deficiencies.
- Knowledge of procedures and methods involved in routine bus scheduling of a fleet operation.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to plan and organize bus schedules and to adjust fixed schedules to meet special needs.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to lift 50 pounds in a series of functional tests, which closely simulates the work environment.

**Experience**

**Minimum Requirement:**

- Combination of successful experience as a dispatcher/supervisor in a bus transportation operation
- Three (3) years of supervisory experience in a transportation operation.

**Desirable Qualifications:**

- Five (5) years successful supervisory experience in a school district transportation operation.

**Education**

**Minimum Requirement:**

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

**License**

- Valid California Commercial Driver's License – Class B with Air Brake Certificate
- Valid medical examiner's certificate issued in accordance with the Motor Carrier safety regulations of the Department of Motor Vehicles.
- Must provide a DMV printout within five (5) workdays of offer of employment.

**REPORTS TO**

Supervisor, Transportation or designee

Cabinet Approved:

Board Approved: