

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: DIRECTOR, TRANSPORTATION**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services, plan, organizes, controls and directs the activities and operations of the Transportation Department; coordinates, implements and maintains bus routes and schedules; trains, supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Communicates with other administrators, personnel, vendors, parents and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Conducts accident investigations; reviews events, prepares and submits accident reports; responds to a variety of inquiries from parents and District personnel regarding transportation issues and improvements in service; assesses transportation incidents and complaints; recommends or implements a plan of action that will efficiently resolve issues or concerns.

Coordinates, implements and maintains bus routes and schedules; evaluates bus stop locations and road and weather conditions and adjusts bus routes accordingly; organizes transportation services for field trips and special events.

Develops and prepares the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to transportation activities and personnel; performs research; compiles financial and statistical data.

Operates a computer and other office equipment as assigned; drives a vehicle to various sites to conduct work.

Plans, organizes, controls and directs the activities and operations of the Transportation Department; coordinates and monitors the driver training program and maintenance and repair programs for student transportation vehicles and automotive equipment.

Plans, organizes, implements long and short-term programs and activities designed to enhance transportation programs and services; develops and implements Department policies, procedures and regulations.

Provides technical expertise, information and assistance to the administrator regarding transportation activities; assists in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advises the administrator of unusual trends or problems and recommends appropriate corrective action.

Schedules regular inspections of all buses to assure compliance with required inspection requirements.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

#### **OTHER DUTIES:**

Attends and conducts a variety of meetings and trainings as assigned; serves as a District representative on committees.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures.

Budget preparation and control.

Environmental, health and safety issues and regulations related to employees, students and vehicles.

Interpersonal skills using tact, patience and courtesy.

Mathematic calculations.

Methods and equipment used in the repair of school buses.

Methods and procedures of coordinating bus routes and assigning schedules.

Oral and written communication skills.

Planning, organization and direction of transportation services.

Principles and practices of administration, supervision and training.

##### **ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Coordinate, implement and maintain bus routes and schedules.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and timelines.  
Operate a computer and assigned office equipment.  
Perform arithmetic calculations quickly and accurately.  
Plan and organize work.  
Plan, organize, control and direct the activities and operations of the Transportation Department.  
Prepare comprehensive narrative and statistical reports.  
Supervise the performance of assigned personnel.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration or related field and five years of increasingly responsible experience in the administration of a transportation program including three years of experience in a lead or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License and evidence of insurability.  
Successful passage of the District's job-related proficiency test.  
California School Bus Driver's Certificate (or must be completed within 6 months of hire date).  
Valid California Class B Driver's License with P/S endorsements (or must be completed within 6 months of hire date) and evidence of insurability.  
Medical Examiner's Certificate.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Constant interruptions.  
Driving a vehicle to conduct work.  
Indoor, outdoor & office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

**HAZARDS:**

Exposure to fumes, dust, odors, oil, grease and gases.  
Traffic hazards.

**FLSA Status**

Exempt

**Approval Date**

3/23/15, 9/28/17, 8/16/22