

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize, direct, coordinate, and supervise the District's pupil transportation program; oversee and coordinate the maintenance and repair of District buses and vehicles; oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the activities and operations of the Transportation Department; direct, and supervise the fee-for-service program for regular home-to-school transportation; assure compliance with District policy and State law.

Establish, coordinate, implement and maintain regular and special education bus routes and schedules; evaluate bus stop locations and road and weather conditions and adjust bus routes accordingly; organize transportation services for field trips and special events.

Direct driver training activities, including providing defensive driving instruction to District employees who drive District vehicles; train, supervise, and evaluate the personnel assigned to the Transportation Department.

Plan, organize and implement long and short-term programs and activities designed to enhance transportation programs and services; develop and implement Department policies, procedures and regulations; conduct long range planning activities including cost analyses and recommendations for improving the overall effectiveness of transportation services; develop recommended procedures for the acquisition and disposition of the bus fleet, equipment, machinery, and other District vehicles.

Oversee and coordinate the maintenance, repair, servicing, and cleaning of District vehicles and buses.

Conduct traffic safety, pupil load, service extensions and modifications and related studies; maintain records of operations and costs in conformance with District and State policies; advise District management staff on transportation related matters and maintain close liaison with school administrators to coordinate and expedite transportation services; interpret provisions of law, District policy and procedures related to pupil transportation to staff, parents, and general public.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the administrator regarding transportation activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action; oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to transportation activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; confer with administrators regarding student behavior issues and disciplinary actions; serve as the Department spokesperson to the media concerning transportation issues.

Develop and prepare the annual preliminary budget for the Department; develop and administer department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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

Attend and conduct a variety of meetings as assigned; respond to requests for information and complaints and resolve problems from parents and citizens pertaining to the District's transportation of students.

Assure departmental compliance with various licensing and certification requirements; coordinate District field trips, special events, and other special transportation schedules; perform other related duties as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of transportation services.

Methods and equipment used in the repair of school buses.

Methods and procedures of coordinating bus routes and assigning schedules.

Applicable laws, codes, regulations, policies and procedures.

Health and safety regulations.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the activities and operations of the Transportation Department.
Coordinate, implement and maintain bus routes and schedules.
Oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites.
Create a positive work environment and help employees connect to District mission and goals.
Supervise the performance of assigned personnel; establish performance expectations and provide timely, effective and meaningful feedback that motivates employees to achieve goals and provides for skill development.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Demonstrate a commitment to quality public service and advance the District's mission and goals in all interactions with staff, students and parents.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Ability to maintain automobile insurance coverage.
Valid California Class A or B driver's license with appropriate passenger and air brake endorsements, Special Driver Certificate of appropriate type and valid medical examiner's certificate, preferred.
Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Online certificates are not accepted.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school bus and/or outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours.
Exposure to chemical fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect and wash buses.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

NOTE:

Safety-sensitive job class. Employees in this job class may be subject to random selection for alcohol or controlled substance testing.

HAZARDS:

Traffic hazards.
Contact with dissatisfied or abusive individuals.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

Administrator's Salary Schedule: Range 11 –11 Approved: 1992; Rev. 03/93; Rev. 11/00; Elim. 03/07; Reinstated: G.B. 05/08, P.C. 05/08
(Reallocated from 11-3) Rev.; 06/09, 03/15 Reallocated from Range 2 (Ewing)