

## SANTEE SCHOOL DISTRICT

### DIRECTOR OF TRANSPORTATION

#### DEFINITION

Under administrative direction of the Assistant Superintendent of Business Services, to annually prepare a recommended plan for the district's transportation services; to implement and coordinate the district's approved student transportation service plan; to supervise and evaluate departmental employees.

#### EXAMPLES OF DUTIES

1. Oversees the district's transportation services.
2. Assists in developing policies and procedures relating to transportation services recommending changes where necessary.
3. Coordinates bus routes, schedules and bus driver assignments.
4. Makes analyses and recommendations regarding the location of bus stops, and initiates route changes as required.
5. Confers with school principals and other district officials in adapting transportation services on an on-going basis and makes recommendations as necessary.
6. Investigates accidents.
7. Acts as contact person for complaints and reconciles problems regarding transportation service and personnel.
8. Maintains records, prepares reports, makes inspections and analyzes needs necessary to establish standards for an effective transportation program.
9. Develops standards and makes recommendations for the maintenance and replacement of buses and develops equipment specifications for bid by outside contractors.
10. Requisitions supplies, materials and parts.
11. Oversees and schedules a program of preventive maintenance of district buses and directs the operations of the garage.
12. Recommends, prepares and submits an annual transportation budget.
13. Maintains surveillance of bus routes for hazards and road conditions.
14. Supervises the preparation of plans and specifications for repairs, additions or alterations to transportation buildings for bid by outside contractors.
15. Supervises work done under contract.
16. Develops and reviews cost estimates for transportation work.
17. Screens, approves and establishes priorities for work requisitions and expenditure.
18. Maintains inventory records of district equipment and materials.
19. Establishes and maintains liaison with vendors, school district administrators and state officials relative to the transportation program and purchase of equipment.
20. May serve as representative of district on committees, boards, and East County Special Education Area (SELPA).
21. Coordinates services with other school district transportation departments.
22. Plans, supervises and/or conducts departmental in-service training programs.
23. Recommends selection, assignment or termination of departmental personnel.
24. Interviews, supervises, counsels and evaluates departmental personnel.
25. Serves as district representative on Traffic Advisory Committee with local representatives.
26. Coordinates district field trips, special events and other special transportation schedules.
27. Responds to emergency calls after hours and on weekends relating to transportation program.

## EXAMPLES OF DUTIES (continued) – Page 2

28. Develops and adapts work schedule to supervise evening, weekend and emergency crews as needed.
29. Manages projects on interrelated time lines.
30. Communicates with students and parents and resolves issues involving bus misconduct, warnings, and denial of transportation.
31. Evaluates problem bus stops regarding safety, vandalism and overcrowding on buses.
32. Attends and participates in school board and other meetings as required.
33. Other management duties as assigned.

## QUALIFICATIONS GUIDE

### Knowledge of:

1. Applicable California Code, Motor Vehicle and Education Code requirements and regulations.
2. Methods, materials, tools and preventive maintenance practices.
3. School district geography.
4. Practices, procedures, legal requirements and special provisions related to the maintenance and operations of a school transportation system.
5. Principles of employee orientation, in-service training and evaluation.
6. Systems of record keeping, inventory control and budget development/ control, California OSHA standards, Federal AHERA standards and asbestos regulations.
7. Hazardous waste management procedures and regulations.

### Ability to:

1. Plan maximum utilization of transportation department equipment and personnel.
2. Accurately estimate needed materials and equipment and labor costs.
3. Coordinate schedules and assignments.
4. Establish and maintain accurate and current financial and service records and make appropriate recommendations and oral and written reports.
5. Understand, carry out and give oral and written instructions.
6. Establish and maintain cooperative relationships with those contacted in the course of work.
7. Ability to compile comprehensive reports for the Board of Education and other groups.
8. Plan, design, implement, schedule, direct and control diversified, efficient transportation program.
9. Plan, organize, train, supervise and evaluate the work of skilled and semi-skilled transportation personnel.
10. Develop and enforce safe work standards and high quality levels of service.
11. Conduct training programs and in-service subordinates as needed.
12. Coordinate and inspects work vended to outside contractors.
13. Estimate the scope of each work assignment and secure necessary equipment, materials and personnel to complete the assignment.
14. Implement and interpret district policies.
15. Work effectively, both independently and as a member of a team.
16. Maintain strong service orientation.
17. Meet schedules and time lines.
18. Work effectively under pressure.
19. Effectively assess vendor and consultant proposals.
20. Ability to brainstorm present and future needs.
21. Plan and lay out bus routes.

## EXAMPLES OF DUTIES (continued) – Page 3

### Training and Experience:

1. Any combination equivalent to sufficient experience, training, and/or education to demonstrate the above knowledge and abilities. A typical way to obtain these would be: High school graduation or equivalent supplemented by additional community college level (or higher) course work or training in subjects pertaining directly to transportation and vehicle maintenance functions, maintenance and supervision.
2. Five years of transportation experience; some school district experience is desirable.
3. Two years in supervisory capacity.
4. Skill in operating personal computers, including word processing, spread sheet, and database applications.

### Licenses:

Possession of a valid California Driver's License and the ability to meet and maintain qualifications for district insurance coverage is required. Possession of a valid Class II California Driver's License, a valid School Bus Driver's Certificate, a valid Red Cross First Aid Certificate, a valid California School Bus Driver's Instructor's License, and a valid medical certificate are desirable.

### Characteristics:

Good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities. Sufficient stamina, dexterity and mobility to: work evenings or weekends, as necessary, in addition to regular hours; operate a variety of transportation equipment; travel from site to site and move to various work location. Sufficient hearing and speech to comprehend office conversation and to communicate orally in a clear, understandable manner. Work is performed in various locations, including on-site at schools and an office environment.

### Mental Functions:

Ability to: think logically and analytically; concentrate for long periods of time; comprehend technical concepts and complex applications; exercise creativity, persistence and patience in problem resolution; and make concepts understandable to users.

ADOPTED: April 16, 1996