

Escondido Union High School District Job Description

Job Title: Director of Transportation
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 26
Approved By: Board of Trustees
Approved Date: 02/17/09

SUMMARY

Plans, directs and coordinates activities of school bus transportation department, including fleet maintenance, to provide students with timely, efficient, and safe transportation by performing the following duties

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates dispatching activities, communication operations, and assignment of drivers to obtain optimum use of facilities, equipment, and human resources.

Coordinates, assigns and oversees work of fleet mechanics to assure timely completion of maintenance and repair in order to provide safe and mechanically sound buses.

Authorizes outsourcing of mechanical work when needed.

Authorizes parts and tools purchase and directs inventory control.

Inspects physical facilities of terminal and buses for such factors as cleanliness, safety, and appearance, and takes required actions in order to meet prescribed standards.

Processes customer/client complaints and initiates corrective actions designed to improve customer relations and services.

Initiates investigations into causes of accidents, interviews drivers concerned to determine responsibility, and submits reports to Assistant Superintendent.

Monitors trip and dispatch logs for conformance with schedules.

Directs preparation and issuance of new schedules to operating personnel.

Assures replacement buses for vehicles involved in accidents and buses and operators for special charter or tours.

Directs and participates in training of personnel and issues manuals, bulletins, and technical guides to improve services and operational activities.

Reviews operator bids for routes to determine assignments for driving personnel.

Directs preparation and retention of dispatch, driver training and vehicle maintenance records and

reports.

Provides mandated training for bus drivers; directs the maintenance of CHP required records on driver training.

SUPERVISORY RESPONSIBILITIES

Directly supervises 20 to 40 employees in the Transportation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or four years related experience and training, or effective combination.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

California drivers license, school bus driving certificate, California driver trainer certification as required by California Highway Patrol, flawless driving record.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to

100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee frequently works in outside weather conditions. The noise level in the work environment is usually loud.

COMMENTS

The individual assigned to this position must demonstrate integrity and a service oriented demeanor, must maintain safety and service as high priorities, must be able to manage the operations of the transportation department and supervise a wide variety of personalities, and must represent the Escondido Union High School District in a professional manner.