

DIRECTOR of TRANSPORTATION SERVICES

Definition

Under general direction of the Administrative Assistant - Classified Services, the Director of Transportation supervises the pupil transportation department, buses, routes, personnel and the care and maintenance of all vehicles.

Essential Duties

1. Confer with District administration, building principals and law enforcement personnel on all transportation operations;
2. Supervise necessary repairs in the District transportation maintenance;
3. Responsible for upkeep of all rolling vehicles used in school operation;
4. Order parts;
5. Assign and establish priorities for work to be done;
6. Evaluate personnel assigned to the transportation maintenance department;
7. Prepare annual budget and purchase requests for all transportation and automotive supplies and equipment;
8. Supervise and evaluate the Associate Director of Transportation Services; and
9. May be required to perform other duties as directed.

Qualifications

Knowledge of:

1. Laws, rules and regulations governing pupil transportation;
2. Transportation scheduling principles and practices;
3. General mechanical skills for both gasoline and diesel vehicles, and gasoline powered equipment; and
4. Estimating repairs, etc., and ordering parts, fuel and supplies.

Ability to:

1. Plan, organize, and coordinate the operation of a transportation and vehicle maintenance system;
2. Develop and maintain cooperative relations with employees and the public;
3. Develop the necessary specifications for the purchase and/or refurbishing of buses.

Experience:

1. Five years experience in traffic, transportation, and vehicle mechanical repair work;
2. Previous supervisory experience is desirable.

License:

Valid California Driver's License Class A or B-P;
DL-51 Medical Examination.

Education:

High school diploma or equivalent.

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 sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hand and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

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.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted 1/3/84; amended 10/97