

Assistant Director-Transportation

Purpose

The job of Assistant Director-Transportation is done for the purpose/s of assisting the Director of Transportation in managing the operations, support, coordination, planning, and evaluation of the Transportation department and assigned personnel; overseeing and coordinating recruitment and training programs and department and employee compliance; developing and promoting collaborative and efficient communications methods; meeting scheduling demands and safety requirements; and overseeing department operations in the absence of the Director of Transportation. **This job reports to Director-Transportation.**

Essential Functions

- Assists the Director of Transportation (e.g. oversight of department activities as assigned; implementing department processes and district policies; promoting student-centered culture, modeling positive attitude and behavior, etc.) for the purpose of achieving department and district goals and objectives.
- Develops and monitors budget, as assigned (e.g. expenditures, financial activities, financial reporting, etc.) for the purpose of ensuring accuracy and efficiency and that fiscal practices are followed in compliance with district guidelines and state and federal regulations.
- Evaluates operational programs on a routine basis (e.g. policies, procedures, and/or actions, etc.) for the purpose of making recommendations to improve and maintain a safe, efficient, and effective school transportation operation.
- Facilitates communication with a variety of stakeholders in regard to student behavior concerns (e.g. parents/guardians, students, appropriate school and district personnel, Director of Transportation, etc.) for the purpose of following district protocols and procedures and to ensure resolution.
- Manages bus driver onboarding and trainings (e.g. develops, implements, and evaluates recruitment strategies, trainings, orientations and in-service activities, etc.) for the purpose of ensuring the safe, effective and efficient functioning of the work unit and the provision of excellent customer service.
- Oversees Transportation Department in the absence of the Director (e.g. during normal business day and after-hours, including occasional weekends, etc.) for the purpose of maintaining continuity of department activities in compliance with department guidelines, district policies/procedures, and local, state, and federal regulations.
- Participates in meetings, workshops, and seminars (e.g. departmental meetings; district and department professional development, etc.) for the purpose of supporting department objectives and conveying and/or gathering information required to perform functions.
- Prepares and maintains a variety of manual and electronic materials (e.g. discipline database, reports, recommendations, bids, budgets, contracts, memos, letters, procedures, investigations, driving hazards, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information to appropriate stakeholders in compliance with established district guidelines and procedures.
- Promotes positive communication between the Transportation Department and customers (e.g. students, parents, district and school personnel, etc.) for the purpose of ensuring the provision of excellent customer service.
- Responds to specific requests for information (e.g. transportation concerns, routes, accident prevention, etc.) for the purpose of addressing customer needs in compliance with district, state and federal requirements.

- Supervises assigned personnel (e.g. hiring, evaluating, terminating; scheduling and coordinating activities, professional development/training; advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in transportation; operating standard office equipment; preparing and maintaining records; planning and managing projects; adhering to safety practices; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; concepts of grammar and punctuation; Individual Education Plans (IEPs); spreadsheets and databases; routing software and Infinite Campus; bidding and administration; and pertinent federal, state, and local laws, codes and regulations, including the state Motor Vehicle Code and Education Code as they relate to the operation of vehicles in transporting children.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with detailed information/data; working with frequent interruptions; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; analyzing problems; identifying alternative solutions, project consequences of proposed actions, and implementing recommendations in support of goals; working as part of a team; maintaining positive working relationships; and interpreting and applying federal, state, and local policies, procedures, laws, and regulations.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Prefer a Bachelor's degree in a related area with experience in managing people.

Required Testing

Alcohol and Drug Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
 CDL with Bus Endorsement, S & P Endorsements, and
 Air Brake Endorsement within 6 months of hire

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background
Clearance - MVR (Motor Vehicle Record)
Clearance - DOT Physical Exam

FLSA Status

Exempt

Approval Date

11/17/2014

Salary Grade

77X

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____