

DIRECTOR-TRANSPORTATION

Purpose Statement

The job of Director-Transportation was established for the purpose/s of directing, managing, supervising, visioning and coordinating Transportation Services activities and operations; meeting scheduling demands and safety requirements; assisting individuals in the performance of their functions; resolving and/or recommending solutions to incidents, complaints, and/or accidents; and supervising Transportation Services personnel.

This job reports to Superintendent

Essential Functions

- Assesses a variety of situations (e.g. incidents, complaints, and/or accidents) for the purpose of resolving and/or recommending a resolution to the situation.
- Composes a variety of written materials (e.g. 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.
- Conducts regular inspections of transportation fleet (e.g. schedule bus inspections with the Highway Patrol, etc.) for the purpose of ensuring compliance with district, state, and federal requirements.
- Coordinates with district personnel (e.g. closing of schools due to inclement weather, etc.) for the purpose of implementing and maintaining safe transportation services and/or programs.
- Creates department vision (e.g. long and short-range plans, transportation services enhancement, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Identifies safety risks (e.g. busses, bus stops, and transportation, etc.) for the purpose of developing appropriate action plans to avoid and/or reduce injuries to students and employees.
- Manages financial activity of assigned programs (e.g. fund balances, budget limits, revenues and allocations, transportation funding, state reimbursements, etc.) for the purpose of ensuring accuracy and efficiency and that fiscal practices are followed in compliance with district guidelines.
- Manages the maintenance of a variety of manual and electronic files and/or records (e.g. bus schedule notices to newspaper, DOT records, incident and accident investigation reports, personnel records, bus maintenance reports, etc.) for the purpose of providing documentation for compliance with district, local, state, and/or federal requirements.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Recommends policies, procedures, and/or actions for the purpose of providing direction for meeting district goals and objectives.
- Researches accident and incident laws and regulations for the purpose of implementing remedial programs and recommending alternative courses of action to reduce incidents and accidents.
- Responds to specific requests for information (e.g. transportation concerns, routes, accident prevention, etc.) for the purpose of meeting 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 periodically 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 (IEP's); spreadsheets and databases; MapNet 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 significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined 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 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; 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; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working 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 60% sitting, 30% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency Formal training in supervision is desired

Required Testing

Alcohol and Drug Test

Certificates & Licenses

Valid Driver's License & Evidence of Insurability
DER (Designated Employee Representative) for Department of
Transportation for drug and alcohol monitoring

Continuing Educ. / Training

None Specified

Clearances

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

FLSA Status

Exempt

Approval Date

7/1/2013

Salary Grade

Exempt 88X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____