

TRANSPORTATION MANAGER

DRAFT

BASIC FUNCTION

Under the direction of the Assistant Superintendent of Business Services, to coordinate and implement an efficient student transportation system; provide work direction and guidance to school bus drivers and mechanics and supervise assigned employees.

REPRESENTATIVE DUTIES

1. Plan and maintain regular schedules and organize emergency routing as needed; coordinate the use of District buses and autos for regular pupil transportation, field trips, and summer school.
2. Assist in interviewing, selecting and orientation of bus drivers; provide work direction and guidance to bus drivers; prepare work schedules and assignments.
3. Arrange for substitute and relief drivers; coordinate substitutes, stand-by and relief driver assignments.
4. Confer with parents, principals and other school administrators regarding problems concerning pupil transportation and discipline.
5. Review daily time reports, bus records and other reports as required.
6. Prepare technical reports including mileage accumulations and analysis of various busing programs; write daily reports; prepare, enter and generate transportation data from a computerized transportation system.
7. Receive and respond to inquiries from parents concerning routing and other transportation questions.
8. Update maps and remain familiar with streets, boundary lines and housing developments.
9. Investigate bus accidents; monitor bus stops for safety and efficiency; coordinate and implement a yearly bus evacuation program for students.
10. Remain current concerning pending and existing State legislation relative to student transportation.
11. In coordination with the Director of Facilities and Projects, direct the maintenance of buses and District vehicles; purchase parts, oil, tires and other items used in equipment repair and servicing.
12. Oversee the operation of the dispatch function.
13. Participates in the budget planning process and in the development, implementation and maintenance of expenditure control activities.
14. Train, supervise and evaluate assigned employees.
15. Coordinate with Director of Special Education and staff on transporting of students with IEPs.
16. Coordinate development and implementation of a training and safety program for drivers; assist in development and implementation of safety meetings.
17. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Provisions of the California Motor Vehicle Code, the California Education Code, and the current district regulations applicable to the operation of vehicles in transporting students and faculty.

Principles of bus driver training.

Safe driving practices.

Methods, materials and equipment used in the repair and maintenance of school buses and other vehicles.

Principles of efficient and economical bus routing techniques and scheduling of employees.

Rules and regulations affecting school district transportation department.
Geographic and topographic characteristics of community served by the District.
Computerized routing systems and their applications.
Principles of dispatching and scheduling of school buses.
Training, supervision and evaluation techniques.
Record-keeping techniques.

Ability to:

Coordinate, develop and implement an efficient student transportation system.
Dispatch and schedule bus drivers.
Maintain records and prepare written and oral reports.
Work with the public concerning scheduling of school bus routes.
Develop and schedule efficient bus route systems.
Perform minor mechanical maintenance of school buses and other vehicles.
Enter and retrieve applicable bus transportation data using a computer.
Plan, organize, evaluate, and supervise work of subordinates.
Coordinate schedules and assignments.
Make arithmetic calculations quickly and accurately.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Plan and organize work.
Maintain records and prepare reports.
Read, interpret and follow rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.

LICENSE REQUIRED

Valid California Class C driver's license and Valid California Class B commercial driver's license with bus, passenger, and air brake endorsements.

Valid First Aid and CPR Certificate issued by the American Red Cross.

EDUCATION AND EXPERIENCE

Any combination equivalent to: college-level course work in transportation, supervision or related fields and four years responsible experience in transportation operations, preferable in a student transportation system.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

Vision: (which may be corrected)
Read small print
See small objects at a distance of 25'
Use peripheral vision

Hearing: (which may be corrected)
Understand speech over a recording device
Hear sounds which warn of impending danger

ASSOCIATED TASKS

To perform tasks such as to:
Read maps
Avoid damage to vehicle and prevent injuries
Safely operate a vehicle

To perform tasks such as to:
Communicate on two-way radio
Stop for railroad crossings and emergency

Analyze sounds of equipment operation
Have tolerance to be exposed to noisy conditions

Speech:

Speak with a level of proficiency and volume to be understood over a two-way radio
Speak with a level of proficiency and volume to be understood in conditions of high noise level

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow
Extend arms to reach outward and upward and use hands and arms to lift objects
Turn, raise, and lower head; twist and bend at torso

Lower Body Mobility:

Walk on even surfaces
Climb stairs/ladders
Bend at waist, crawl and stoop

Stand for short periods of 30 minutes

Sit for prolonged periods of 2 hours

Strength:

To lift, push, pull and/or carry objects which weigh as much as 40 pounds on an occasional basis

Smell:

Distinguish strong odors which may warn of equipment malfunction or danger

Environmental Requirements:

Work independently
Work around others

Mental Requirement:

Read and write at a level essential for successful job performance
Judgment

Learn quickly and follow written/verbal procedures and standards

Process information quickly and make quick decisions

vehicles
Detect mechanical problems with vehicle
Transport groups of students to school and events

To perform tasks such as to:

Communicate on two-way radio

Maintain order among students

To perform tasks such as to:

Keep records and use maps; operate school bus; operate child restraints; lift children

Maintain vehicle in clean and orderly condition; lift children; safely inspect bus
Check for traffic and obstructions; pick up trash in vehicle

To perform tasks such as to:

Clean inside and outside of vehicle
Enter and exit vehicle
Assist special needs student
Maintain vehicle in clean and orderly condition; conduct evacuation training
Transport students

To perform tasks such as to:

Maintain vehicle in clean and orderly condition; lift small children in and out of seat and on and off school bus

To perform tasks such as to:

Detect overheating, gasoline leak, and mechanical problems

To perform tasks such as to:

Transport students
Transport students, faculty, and parents to special events

To perform tasks such as to:

Read maps and complete reports; maintain route books
Operate a vehicle safely in all types of weather and road conditions; respond to emergencies

Maintain scheduled departure and arrival times; follow codes and emergency procedures without immediate access to superior
Avoid obstructions and collisions; respond to emerging situations such as child health; vehicle breakdowns, violence at a special event to

protect safety of students