



PERSONNEL COMMISSION

Class Code: 0633
Salary Range: 46 (M2)

ASSISTANT TRANSPORTATION DIRECTOR

JOB SUMMARY

Under direction, participate in the daily direction and management of personnel and activities related to the transportation requirements for students and educational support materials, and the maintenance and upkeep of district rolling stock; perform related work as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, and direct subordinates in such matters as the scheduling for transport of students, truck operations and vehicle maintenance and repair. **E**
- Participate in or manage the development, preparation, and issuance of policies or changes to policies and procedures relating to the transportation and vehicle maintenance, repair and storage of passenger cars, busses, trucks, and trailers. **E**
- Assure Transportation Branch activities are carried out in conformity with related laws and regulations. **E**
- Conduct studies or investigations to determine transportation needs and recommend additions or changes to current bus and/or truck services; drive a vehicle to conduct site visits and evaluations of current procedures. **E**
- Analyze and develop procedures, schedules, and practices. **E**
- Recommend amount and type of equipment, and/or staff power requirements needed to provide adequate services. **E**
- Direct the compilation of service records and other related data needed for the preparation of motor vehicle specifications and improved efficiency of service. **E**
- Confer with school administrators, contractors, public carrier officials, and the public regarding school transportation and related policies and problems. **E**
- Write or coordinate the writing of special or routine items such as reports, letters, bulletins, or manuals on the activities of the Transportation Branch. **E**
- Prepare budget recommendations for the Transportation Branch. **E**
- Participate in the development and use of management information system for pupil transportation. **E**
- Interview, select, and recommend prospective employees for assignment. **E**
- Train, supervise and evaluate employee performance. **E**
- Serve as the Transportation Director in the absence of the Director as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

This single incumbent position has the responsibility to assist in the management of the Transportation Branch of the Business Division, especially the daily activities involved in the delivery of pupil transportation or truck operation services by assigned personnel.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practice relating to the management, administration, and organization of pupil transportation.
- Routing and dispatching techniques related to pupil transportation.
- Laws and regulations relating to pupil transportation, such as California Education Code, Administrative Code and Motor Vehicle Code.
- Large scale bus and truck operations, including maintenance of buses, automobiles, and related vehicular equipment.
- General safety regulations and techniques.
- Motor vehicle specifications, types and uses.

Ability to:

- Plan, assign, direct and evaluate the work of others in a large transportation activity.
- Analyze written and oral communications.
- Develop operational rules, regulations, procedures, and budgets.
- Communicate effectively orally and in writing.
- Conduct research studies and investigations.
- Conduct meetings and make presentations.
- Direct and evaluate the work of others.
- Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Bachelor's degree in Business Administration, Industrial Relations, Transportation, or closely related field.

Experience:

Four years of experience in school transportation operations involving scheduling, pupil transportation and vehicle maintenance activities and including one year in a supervisory or managerial capacity.

Experience in planning for various special transportation purposes, such as home-to-school, special education, magnet and other enrollment or integration balance programs is desirable.

Additional similar transportation experience may substitute for up to two years of the required education on a year for year basis.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

PHYSICAL DEMANDS

Bending, crouching, stooping and walking to inspect vehicles and conduct training on vehicle safety.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and inspect vehicles.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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