



PERSONNEL COMMISSION

Class Code: 0085
Salary Range: 55 (M2)

TRANSPORTATION DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize and direct the activities of the Transportation Branch; perform related duties 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.

- Work with other management employees to develop or change policies, methods, and procedures relating to transportation, refuse collection, and vehicle maintenance. **E**
- Direct the dispatch, operation, maintenance, repair and storage of passenger cars, buses, trucks and trailers. **E**
- Direct and coordinate inspection of rolling stock, scheduling needed repair or service work, including a program of planned preventative maintenance. **E**
- Establish and direct programs, policies, and procedures in conformity with laws and ordinances and recommend needed changes in same. **E**
- Plan and direct transportation safety campaigns. **E**
- Conduct studies and research to determine transportation needs. **E**
- Arrange for regulations, business and state tests and inspections. **E**
- Recommend additions or changes in current bus, truck and refuse collection services. **E**
- Recommend amount and type of equipment and manpower required to provide adequate services. **E**
- Analyze reports, records, legislation and recommendations to determine whether equipment, including communications equipment, should be repaired or replaced, additional equipment, installed or newly developed equipment acquired, considering such factors as predicted volume, acquisition and installation cost and estimated improvement in efficiency and effectiveness. **E**
- Authorize requisitions for and maintain an inventory control system for such items as parts, supplies and fuel. **E**
- Direct the compilation of service records and other data for the preparation of motor vehicle specifications and for improved efficiency of the service. **E**
- Meet with school administrators, contractors, public carrier officials, and the public regarding school transportation policies and problems. **E**

- Write specifications for and administer transportation contracts. *E*
- Prepare reports on the operation of the Transportation Branch. *E*
- Direct the preparation of budget requests. *E*
- Assist in the development and use of a management information system for pupil transportation. *E*
- May contact vendors to make inquiries regarding such things as purchase of equipment, parts or supplies, usefulness and compatibility of equipment, availability.

*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

The Transportation Director directs the functions and personnel of the Transportation Branch including pupil transportation, refuse collection, truck operations, vehicle maintenance and repair, and directs employees of contracting transportation companies while on duty for the district.

EMPLOYMENT STANDARDS

Knowledge of:

Basic concepts and business applications of electronic data processing.

Principles of public relations.

Principles of training, employee evaluations and employee relations.

Concept of progressive discipline.

Concept of collective bargaining and labor agreements.

Principles of pupil transportation.

Routing and dispatching.

Education Code, Motor Vehicle Code and ordinances relating to pupil transportation, maintenance of trucks, buses, and automobiles.

Large scale bus and truck operations.

General safety regulations and techniques.

Motor vehicle specifications, types and uses.

Ability to:

Direct a large transportation activity and assist in developing operating rules, regulations, and procedures.

Prepare reports and budgets.

Conduct research studies relating to transportation services.

Analyze written materials and oral communications.

Direct and evaluate staff training.

Communicate effectively orally and in writing.

Establish and maintain effective working relationship with those contacted in the course of work.

Select, supervise and train subordinate staff.
Install and direct an in-service and safety training program.
Direct the work of others.
Work effectively with others.
Write specifications for transportation contracts.

Education and Training:

Graduation from a recognized four year college or equivalent with a major in public or business administration, industrial relations, or a closely related field.

Experience:

Five years in a supervisory or administrative capacity over a large transportation program involving complex route scheduling operations and vehicular maintenance activities.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid California 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.

WORKING ENVIRONMENT

Office environment.
Evening or variable hours.
Driving a vehicle to conduct work.
Contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Bending, crouching, stooping and walking to inspect vehicles and conduct training on vehicle safety.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or 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 (1) 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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