

DIRECTOR OF TRANSPORTATIONDEFINITION

Under general supervision, to administer the operation of the District Transportation program; to assign, schedule, and route school busses and other passenger vehicles of the District; to direct the bus maintenance program; to keep all necessary records; to participate in the development and implementation of policies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification, responsible to a Cabinet level District Administrator for the operations and management of the Transportation Department. It is exempt from the provisions of the Fair Labor Standards Act. This position is a Classified Management Position.

TYPICAL DUTIES

Conducts studies of traffic conditions, pupil load, service extension or service modification, and other phases of bus operation and reports findings and recommendations for administrative action;
 Recommends routing, prepares schedules of bus runs and assigns drivers to regular runs;
 Periodically reviews bus schedules according to traffic hazards and fluctuations in the number of passengers in various areas;
 Schedules drivers and routes busses for field trips and extra curricular events;
 Recommends hiring and disciplinary action concerning driver personnel;
 Supervises the training of bus drivers;
 Plans and supervises the bus maintenance program, authorizing maintenance, repair work as necessary and a replacement program;
 Orders and maintains supplies of such stocks as gas, oil, and tires;
 Keeps records of vehicles operations and costs in conformance with District and State policies, and submits regular reports as required;
 Keeps time records of hours worked by individual drivers;
 Prepares accident and injury reports;
 Prepares annual budget request for transportation program, and insures compliance with approved budget;
 Handles complaints and requests for information from parents and the general public pertaining to the District's transportation procedures.
 Aggressively seeks grants for bus replacements from state and federal programs.

QUALIFICATIONSKnowledge of:

State and local regulations governing the operation of school transportation facilities;
 Practices and problems of operating a school bus transportation system;
 Basic record keeping procedures.

Ability to:

Analyze operating problems effectively and develop effective courses of action;
 Supervise and train driver personnel;
 Effectively coordinate complex schedules and assignments;
 Maintain good public relations and work cooperatively with employees, parents and others contacted in the course of the work;
 Maintain accurate records of operations and costs, and prepare and administer the annual budget.

Experience

Four years of experience in traffic and transportation work, including responsibility for operations, maintenance of equipment, or public relations.

Education

Equivalent to completion of the Bachelor's Degree. (Responsible managerial position may be substituted for required education on a year-for-year basis.)