Sequoia Union High School District
Job Description

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Director of Transportation</th>
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<tbody>
<tr>
<td>ADMINISTRATIVE RELATIONSHIP:</td>
<td>This Position reports to the Assistant Superintendent, Administrative Services</td>
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<td>CLASSIFICATION:</td>
<td>Classified</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum Degrees/Credentials/Experience Required for Position Equivalent to graduation from high school and three years of driving or transportation management experience in a school district transportation department; previous supervisory experience is preferred.</td>
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<td>SALARY SCHEDULE:</td>
<td>Management Salary Schedule IX</td>
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<td>WORK - YEAR / HOURS:</td>
<td>12 Months</td>
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<td>LOCATION:</td>
<td>District</td>
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<td>BOARD APPROVAL:</td>
<td>November 5, 1997</td>
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**BRIEF DESCRIPTION OF POSITION**
Under direction, plan, organize and supervise operations of the District’s bus and van fleet; to participate in annual budget development, and provide and account for materials, equipment and supplies; and to perform related work as assigned.

**DUTIES AND RESPONSIBILITIES**
Plans, organizes and supervises the work of school bus drivers, dispatchers and other responsible for the safe transportation of students;
- Assigns work, schedules employee work shifts, overtime, vacation, sick leave coverage and related, and reviews and approves time sheets;
- Trains or oversees training of employees in work procedures, standards and safety practices, and monitors operations for compliance with safety standards, including classroom training;
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, and prepares documentation and recommends discipline and improvement plans for deficiencies;
- Coordinates with site administrators, program coordinators, and others regarding regular and special population student transportation needs and field trips;
- Evaluates, establishes and balances assigned routes;
- Evaluates regulations and develops operations procedures, standards and programs to ensure safety and compliance of transportation inspection and operations;
- Prepares the draft transportation budget, purchases supplies and materials, and monitors expenditures;
- Drives a school bus over assigned routes in emergency situations;
- Investigates all bus accidents or near accidents to determine causes and prevent recurrences;
- Meets with District administrators to present information and advice on functioning of the transportation program and resolve issues;
- Prepares and maintains a variety of reports and records related to student transportation.
Knowledge of:

- Principles and practices of supervision, including work planning and review, and basic personnel practices.
- Safe driving practices and procedures.
- Practices and procedures of student transportation planning and programs, including route planning and balancing, scheduling coverage, safety programs, driver instruction, and special population needs.
- Basic practices and procedures of budgeting.
- First aid practices.

Skill in:

- Planning, organizing, scheduling, assigning and reviewing the work of others.
- Training, instructing, appraising and counseling employees.
- Coordinating routes, drivers, schedules and assignments.
- Maintaining records and preparing reports pertaining to the work of the group.
- Evaluating and developing procedures, standards, and methods for student transportation operations.
- Establishing and maintaining effective working relationships with staff and managers.
- Preparing and monitoring budgets.
- Exercising independent judgement and decision-making.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following (in order to operate school buses on an emergency basis):

- Sitting for extended periods in bus driver's seat.
- Working in exposure to jolting, noise and vibration.
- Hand, arm and leg agility to operate school bus including manual transmissions and clutches on some models.
- Clear, corrected vision equal to 20/40 in both eyes (Snellen).
- Walking and climbing to board bus.
- Bending, stooping, kneeling and reaching to inspect vehicle and clean interior.
- Lifting light objects (hand held stop sign, light luggage) frequently, and up to 50 pounds occasionally to load luggage on field trips.
- Hearing to monitor traffic conditions, bus malfunctions, and other hazards (e.g. grade level train crossings).
- Speech sufficient to maintain order on buses.
- Wheelchair van drivers must be able to lift occupants weighing up to 85 pounds from wheelchair in case of emergency.

OTHER REQUIREMENTS

Must possess a valid California Class B-P driver's license and have a satisfactory driving record; must possess a current certificate of training in first aid; must possess a current certificate of physical health signed by a licensed physician; possession of school bus operator's certificate for Type I or Type II buses issued by the California Highway Patrol; must be able to acquire a School Bus Driver Instructor
certificate issued by the State of California Department of Education within one year of employment.