



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Director of Transportation</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	This Position reports to the Assistant Superintendent, Administrative Services
<b>CLASSIFICATION:</b>	Classified
<b>REQUIREMENTS</b>	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.
<b>SALARY SCHEDULE:</b>	Management Salary Schedule IX
<b>WORK - YEAR / HOURS:</b>	12 Months
<b>LOCATION:</b>	District
<b>BOARD APPROVAL:</b>	November 5, 1997

### 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.

Provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.

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.