

JOB TITLE: *TRANSPORTATION MANAGER (Management)*

DESCRIPTION OF BASIC RESPONSIBILITIES

Under general direction of the Superintendent and with input from site administration, plans, coordinates and supervises the operations functions of the District transportation services. All members of our staff are part of our learning community and, as such, share responsibility for the education and well being of our students.

SUPERVISOR: Superintendent or designee

TYPICAL DUTIES:

1. Coordinates operations activities for transportation personnel.
2. Serves on the District Leadership Team as needed to develop and periodically review all matters concerning transportation, including bus routes, rules, behavior issues with riders, safety, efficiency of operations, public relations, communication and budget.
3. Plans and coordinates the establishment of all bus routes, field and extracurricular trips, and other routing and scheduling functions including assisting administration in planning school beginning and ending schedules.
4. Plans and supervises the maintenance of all bus driver records relating to transportation personnel.
5. Plans, coordinates, and teaches classroom and behind-the-wheel training for District drivers.
6. Organizes and conducts monthly driver meetings.
7. Attends various meetings/workshops/activities related to bus transportation.
8. Coordinates evacuation drill schedule with administrators on an annual basis.
9. Knowledge of first aid practices.
10. Under the direct supervision of Superintendent or designee, regularly (at least once annually, more frequently for probationary employees) evaluates transportation personnel.
11. Supervises assignment of substitute and relief drivers.
12. Fields parent, staff or community-originated inquiries/complaints made via phone call, in person, or in writing as District liaison and representative; responds to any requests for information about transportation services; reports to Superintendent/designee on regular basis regarding how these matters are resolved and/or what is pending; provides direction to drivers and other employees about what to do and how to respond when they receive first-hand complaints/inquiries; logs and tracks all such information in efficient, organized fashion.
13. Regularly checks on schedules, completeness, quality and efficiency of operations.
14. Provides interpretations of a variety of policies, procedures, rules, regulations and contracts.
15. Develops and maintains work performance and safety standards for staff.
16. Projects budget, equipment and personnel requirements and makes recommendations regarding same.

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17. In coordination with the Maintenance and Operations Manager, monitors required and requested student transport vehicle maintenance needs.
18. Completes purchase orders and mandated cost reimbursements, as necessary.
19. Receives and analyzes reports of mechanical failures from bus drivers.
20. Available to answer emergency calls at any time and take appropriate action.
21. Performs "hands-on" transportation duties as required.
22. Performs other related duties, as required or assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Provisions of the Education Code, California Vehicle Code and California Administration Code relating to transportation of students.
- Safety procedures and practices relating to student transportation.
- Supervision of employees.

Ability to:

- Establish and maintain effective working relationships with staff, students, parents, and community groups.
- Supervise, instruct, and evaluate employees.
- Express ideas effectively verbally and in writing.
- Interpret and implement District policy and bargaining unit contracts.
- Allocate resources and participate in budget development, as needed.
- Analyze situation and develop appropriate recommendations.
- Establish and maintain a record management system.
- Respond to emergency calls at night or on weekends.

EXPERIENCE:

- At least 5 years transportation experience in a public school setting
- Experience with the supervision of employees.

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EDUCATION:

High School diploma or equivalent.

Licenses and Certificates: Possession of currently valid Class B Driver's License, Air Brake Endorsement with no limitations, Passenger Endorsement, California Special Certificate (State Certified School Bus Driver), First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate, Instructor's Certificate, plus all other legal requirements by law or regulation.

MEDICAL CATEGORY

Physical requirements for position, with or without the use of aids:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct conversations in person and by telephone.
- Sufficient physical mobility to move about the District and drive a car.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups.
- Sufficient dexterity to write and operate telephone.