

AMADOR COUNTY UNIFIED SCHOOL DISTRICT

DIRECTOR OF TRANSPORTATION

JOB DESCRIPTION:

The Director of Transportation shall manage, direct, supervise and coordinate the activities and operations of ACUSD's transportation program. The Director shall work to establish adequate procedures and controls for the efficient, legal, and fiscally sound transportation of students from home to school, student field trips and return transport to the student's home or school. The Director shall be responsible for the establishment of bus routes, the assignment of personnel and equipment to those routes and the periodic evaluation of routing to insure effective operation of the department. The Director is also responsible for the selection, supervision and training of employees for the department's driver and mechanics positions, as well as any needed clerical support. The Director shall provide for the safe operation and maintenance of all vehicles assigned to the department.

REPORTS TO:

The Director of Transportation reports directly to the Assistant Superintendent of Business. The Assistant Superintendent of Business is responsible for working with the Director to establish evaluation standards and growth objectives for the Director and Transportation Department.

MAJOR RESPONSIBILITIES:

- Plans, organizes, and directs the daily activities of the Transportation Department.
- Prepares bus routes and schedules for drivers.
- Directs the training of employees to insure that proper, safe methods are utilized in transporting students.
- Plans and prepares the annual budget for the transportation department.
- Establishes standards of performance and provides for the evaluation and growth of assigned employees.
- Handles complaints and disciplinary problems involving students on District buses.
- Works with families, students and school administration to insure that District bus policies are understood and fairly implemented.
- Supervises the preparation and readability of District transportation records.
- Insures that regular reviews of equipment and records are carried out in support of an efficient and compliant transportation mission.
- Provides for an effectively supplied and stocked repair program for transportation vehicles.
- Arranges time schedules, vacation period, and staffing to insure that transportation routes are relatively uninterrupted regardless of the time of year or weather conditions.
- Acts as an effective District liaison with community law enforcement and transportation agencies.
- Assists in the recruitment, selection and training of new employees.
- Directs the establishment of bus stops for students in compliance with state law.

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QUALIFICATIONS AND REQUIREMENTS:

Training and/or education:

The successful candidate for the position of Director of Transportation should have a Bachelor's Degree in a related field. The minimum educational level acceptable for this position is graduation from high school and advanced specialized training in transportation related issues.

Licenses or certifications:

The Director of Transportation should possess a valid and appropriate California Driver's License. It is recommended that the Director possess a valid School Bus Driver certificate issued by the State of California. A California State Certified Bus Driver Instructor certificate is also desirable.

PERSONAL CHARACTERISTICS:

The successful Director of Transportation shall demonstrate many of the following characteristics:

- Integrity and honesty
- Demonstrates effective oral and written communication skills.
- Able to read, understand and modify moderately difficult legal and technical publications.
- Promotes and receives trust of those with whom he or she works.
- Values human diversity and works to promote and cultivate the strengths of assigned staff.
- Demonstrates and embraces open, clear communication.
- Values and promotes accuracy.
- Demonstrates the ability to be an effective member of a District-level leadership team.
- Promotes a team environment within the transportation department.
- Committed to the growth and development of assigned staff.
- Constantly demonstrates and strives for professionalism in all that he or she is involved.
- Capable of providing clarity and accountability to the personnel functions of the District.
- Capable of being an active partner with parents, students, support staff members, drivers and site administrators in crafting an effective transportation mission.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements:

1. Employee lifts/carries 61 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 50 pounds frequently (34-66% of the time).
3. Employee lifts/carries 20 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 123.4 pounds on objects.
5. Employee's position requires pulling a maximum force of 123.4 pounds on objects.

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Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents may be required to work with harsh or toxic substances;

Incumbents may be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.

WORK DAYS AND PAY RANGE:

The work year for the Director of Transportation is 260 days. Salary Level IV on the Classified Management Salary Schedule.