

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION



JOB TITLE: Director of Transportation

SUMMARY:

Plans, directs and coordinates activities of school bus program to provide students with reliable, efficient, and safe transportation.

Reporting to this position are the following classified titles: Trainer/Dispatcher, Delegated Trainer/Bus Driver, School Bus Driver, Senior Mechanic, and Secretary. This position is responsible for the overall direction, coordination, and evaluation of these positions. Carries out management responsibilities in accordance with the school districts policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; supervising employees; addressing complaints and resolving problems.

SUPERVISOR: This position reports directly to the Assistant Superintendent, Business Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Recommends revisions of routes, or changes in schedules in order to improve services.
2. Coordinates terminal and dispatching activities, communication operations, and assignment of drivers to obtain optimum use of facilities, equipment, and human resources.
3. Inspects physical facilities of terminal and buses for such factors as cleanliness, safety, and appearance, and takes required actions in order to meet prescribed standards.
4. Processes complaints and initiates corrective actions designed to improve customer relations and services.
5. Initiates investigations into causes of accidents, interviews operators concerned to determine responsibility, and takes actions on findings or submits reports to management.
6. Checks trip and dispatch logs for conformance with schedules
7. Directs preparation and issuance of new schedules to terminal and operating personnel.

8. Directs and participates in training of personnel and issues manuals, bulletins, and technical guides to improve services and operational activities.
9. Directs preparation and retention of dispatch and vehicle operations records and reports.
10. Recruits and trains drivers. Coordinates and secures substitute drivers.
11. Participates in interviews with parents and principals regarding behavior of students.
12. Operates a school bus on an as needed basis.
13. Provides bus evacuation drills for students in accordance with federal and state requirements.
14. Supervises a program of vehicle repair and maintenance.
15. Assists the district's mechanic on an as needed basis.
16. Performs related duties as required.

KNOWLEDGE OF:

1. Laws and safety code sections applicable to operation of school transportation vehicles.
2. Routing and scheduling of transportation personnel.
3. Principles of supervision and training.
4. Interpersonal skills.
5. School Bus operations at the District level.
6. Operation of PC and related software.

ABILITY TO:

1. Develop and maintain routes.
2. Maintain complete and accurate records.
3. Operate a school bus.
4. Perform semiskilled diesel mechanic work.
5. Establish and maintain effective working relationships.
6. Train, supervise and evaluate staff performance.
7. Prioritize and schedule work.
8. Prepare and monitor a budget.
9. Explain and enforce policies and regulations.

10. Meet schedules and time lines.
11. Maintain up to date knowledge of regulations.
12. Prepare reports for regulators.
13. Operate a personal computer and related software.

EDUCATION:

Associate's degree (A. A.) or equivalent from two-year college or technical school.

EXPERIENCE:

Five years experience in school bus transportation; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid endorsed Type B California Commercial Driver's License
Valid CA School Bus Drivers Certificate
Valid CA School Bus Instructor's certificate
Valid medical (DL51)

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Medical Category II:

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work, requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outdoor weather conditions. The employee is frequently exposed to video display and frequently works in indoor environmental conditions. The employee occasionally works evenings and weekends. The noise level in the work environment is usually loud.

Adoption Date: June 12, 1996

Revised: October 18, 2000