



ADMINISTRATOR OF TRANSPORTATION

DEFINITION

Under general direction of the Director of Maintenance, Operations and Transportation, is responsible for managing, coordinating and directing the District's pupil transportation program and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops all aspects of transportation services in support of the mission, tasks, functions, and goals of the school district.
- Oversees the monitoring of fleet operations and service performance of vehicles transporting students as well as the California Department of Motor Vehicles Pull Notice Program.
- Administers the assignment of transportation personnel; provides ongoing reviews of organizational structure, staffing and departmental policies and procedures, including performance evaluations.
- Develops and implements District pupil load, service, extensions, modifications and other phases of transportation operations.
- Manages the legal and operational requirements of students with disabilities, including the transporting of the medically fragile passengers.
- Prepares and administers contract specifications and documents, vendor service agreements, rate adjustments and compliance with contract specifications for pupil transportation services.
- Prepares general fund budget proposals, purchases of school buses and other District vehicles relating to support facilities and activities.
- Manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.
- Develops and monitors board policies and administrative regulations associated with assigned areas.
- Consults with governmental agencies to ensure compliance with State and Federal procedures and mandates.
- Oversees and manages the Federal Department of Transportation mandated Drug and Alcohol Testing Program.

QUALIFICATIONS GUIDE

Knowledge of:

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Laws and regulations pertaining to school bus safety and operations.
- Organization and operation of a school district transportation system.
- Principles of pupil management and disciplines.
- Methods, procedures and terminology of data management.
- Contractual agreements pertaining to contract bussing and scheduling.
- Budget process and fiscal management.
- Organizational structure and design of a transportation operation.

Ability to:

- Plan, organize and administer operations and activities of a transportation department.
- Determine priorities and schedule work effectively and efficiently.
- Carry out verbal and written directions independently.

- Communicate effectively in both oral and written form.
- Establish and maintain cooperative working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Coordinate and supervise the work of others.
- Manage multiple efforts simultaneously.
- Analyze complex issues and legislation.
- Develop policy in support of legally mandated services.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of progressively responsible administrative or supervisory experience involved in school bus transportation industry. Any combination of education and experience equivalent to college level course work that would provide the required level of knowledge and skills dealing with transportation management.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's license or Commercial Driver's License.

PHYSICAL DEMANDS:

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.

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of equipment.
- Hearing and speaking to exchange information.
- Seeing to perform grounds work and read a variety of materials.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling, balancing, climbing or crouching
- Lifting, carrying, pushing or pulling heavy objects up to 50 pounds.

WORK ENVIRONMENT:

Indoor/Outdoor 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. The noise level in the work environment is usually moderate. Hazards include:

- Working around and with machinery having moving parts.
- Subject to fumes, dust and odors.
- Exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, vibrations and risk of electrical shock.

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