

ASSISTANT DIRECTOR OF TRANSPORTATION SERVICES

JOB SUMMARY

Under general direction of the Director of Purchasing, Warehouse and Transportation, plans, organizes, coordinates, manages and directs the dispatching and operation of student transportation (i.e., buses and District owned vehicles), and the District's vehicle maintenance program.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other management classifications in that the Assistant Director of Transportation Services is responsible for planning, organizing, coordinating and managing the dispatching and operation of student transportation, and the District's vehicle maintenance program. The Director of Purchasing, Warehouse and Transportation, on the other hand, is responsible for providing oversight and direction to the District's student transportation and vehicle maintenance programs, while also overseeing the District's purchasing, and warehousing and delivery programs.

SUPERVISION RECEIVED AND EXERCISED:

The Director of Purchasing, Warehouse and Transportation provides general direction to the job incumbent in this class. Responsibilities include direct supervision of departmental staff.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, manages and directs the dispatching and operation of student transportation, and the District's vehicle maintenance program (e.g., the preventative maintenance schedule and repairs of District vehicles);
- Routes buses, and plans and coordinates schedules for student transportation including special education, minimum day transportation, field trips and extra curricular events;
- Reviews, maintains and analyzes bus routes and stops for accuracy, safety and efficiency by reviewing current maps of busing areas and taking into account various factors such as school and grade level, and the incorporation of new housing developments;
- Plans, supervises and directs the inspection, repair and maintenance of District buses and vehicles to determine if major repairs and/or replacements are needed;
- Ensures that all District vehicles comply with federal laws and California Highway Patrol motor vehicle safety standards;
- Maintains records to ensure departmental compliance with driver licensing and certification requirements, including the District's Department of Transportation (DOT) Drug and Alcohol Testing Program;
- Participates in the preparation of specifications for the purchase of new buses and equipment and other contracts related to transportation services;
- Tracks, maintains, and monitors vehicle mileage accumulations;
- Assigns, supervises, trains, manages and evaluates the job performance of departmental staff;
- Works with stakeholders and vendors to negotiate contracts with charter bus companies, neighboring school districts and others as it relates to transportation services;
- Works collaboratively with the city, police department, community, school staff and other District Managers to identify safe and efficient bus routes (e.g., daily routes and emergency routes);
- Communicates transportation related information and confers with principals, drivers, students, other administrators and parents regarding transportation service, including route changes and breaches of appropriate student behavior on District buses;
- Responds to inquiries and handles concerns and complaints regarding transportation services and traffic;
- Monitors and reports student safety and behavior concerns;

- Tests and evaluates the driving abilities of current and prospective District drivers based on designated routes;
- Conducts traffic flow studies of the streets and intersections around schools and District facilities to ensure student safety;
- Conducts investigations involving District personnel (e.g., accidents) and/or equipment (e.g., District vehicles) and composes related reports and documentation as it relates to the accident;
- Gathers, maintains and prepares data and records for reports;
- Develops and implements policies, processes and procedures related to student transportation and vehicle maintenance;
- Communicates and coordinates activities with the Personnel department as it relates to recruitment, selection, training and employee performance management, including the coordination of substitute personnel;
- May drive a District vehicle and school bus to transport students and test-drive newly acquired or recently repaired vehicles or school buses as needed;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Education: An Associate of Arts Degree in Transportation Planning, Public Administration, or a field closely related to the knowledge and ability requirements of this classification from an institute of higher learning as recognized by the Council for Higher Education Accreditation is required.

Experience: Four (4) years of experience in student and/or commercial passenger transportation, including at least two (2) years of personnel supervision and job performance evaluation in the area of transportation services.

- Additional experience above the required minimum may be substituted for college education on a year for year basis for up to two (2) years.

Knowledge of:

- The California Education Code and Motor Vehicle Code relating to student transportation;
- Applicable federal, state, and local laws, regulations, and policies governing student transportation;
- Safety rules and practices related to bus and truck transportation operation;
- Methods, tools and equipment employed in the repair of school buses;
- Principles, practices and techniques of operating and coordinating a large student transportation operation and vehicle maintenance program;
- Principles, practices and techniques of organization, administration and human resources management;
- Principles, practices and techniques of budget preparation and administration;
- Principles, processes, procedures and practices of procurement and contract administration as it relates to transportation services;
- Principles, practices and techniques of researching, report writing, and record keeping;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- Applicable computer software applications and programs including Microsoft Office Suite.

Ability to:

- Keep up-to-date, interpret, apply and adhere to applicable federal, state, and local laws, regulations, policies, procedures, standards and codes as it relates to student transportation;
- Set and meet short and long term goals;
- Maintain knowledge and understanding of current technology being used by the District;
- Compose, maintain and prepare accurate records and reports;
- Effectively manage and adjust to change;
- Effectively plan, manage and direct projects and work activities to meet timelines;
- Exercise discretion and judgment in choosing appropriate courses of action;

- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Accurately attend to detailed work;
- Establish and maintain cooperative, working relationships with others;
- Effectively train, select, motivate, supervise and manage personnel;
- Effectively set goals, lead others, and evaluate and manage job performance of staff;
- Take initiative;
- Effectively prioritize, handle and respond to changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Communicate clearly and effectively, both orally and in writing;
- Operate a variety of office equipment and utilize various computer software applications and programs for database management, the preparation of correspondence and reports, etc.;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class A or B California Driver's License is required and insurability to drive a District vehicle as part of the District's Pull Notice program is required.
- A "P" and "S" endorsement is preferred.

Special information:

- The operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 years.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by the employee to perform successfully the essential functions of a position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: The incumbent works in an office environment. The incumbent also works outdoors, at schools and in a garage, and may be exposed to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. The incumbent may drive a school bus and District vehicle. The incumbent may be required to work evening and/or variable hours. The incumbent is required to work near moving mechanical parts. The incumbent has direct contact with the public, students and other employees, both in person and through telephone, electronic mail and other written communications. The incumbent must effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from this contact can result in stressful situations that are a regular part of the work environment. The noise level in the incumbent's work environment (i.e., office environment, outdoors, or in a garage) is usually loud.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting in addition to entering and exiting a bus and District vehicle. The incumbent will also be required to do the following: to occasionally sit for extended periods of time and regularly stand and walk; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl, which involves the inspection of busses; to reach with hands and arms, reach overhead, above shoulders and horizontally; to use hands to handle objects, controls and tools; to occasionally climb steps when inspecting a bus; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without correction; to communicate

orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver's license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

| Assistant Director of Transportation Services Personnel Action | Personnel Action Date |
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| Adopted by the Personnel Commission | 10/16/17 |