

# Sweetwater Union High School District

## DIRECTOR OF TRANSPORTATION

### **Purpose Statement**

The job of Director of Transportation is done for the purpose/s of planning, organizing, controlling, reporting and directing the overall operation and activities of the District's student transportation management; implementing and maintaining the assigned programs and services in conformance to District, State and Federal guidelines; and maintaining adequate staffing to ensure that objectives of programs/services are achieved within budget and comply to the District's goals.

### **Essential Functions**

- Coordinates student transportation activities with school officials, department heads and other interested groups or individuals for the purpose of ensuring that district transportation needs are met.
- Develops long and short range maintenance plans/programs (e.g. emergency response plans, energy management plans, etc.) and annual budget for assigned departments (e.g. emergency response plans, vehicle maintenance plans,) for the purpose of ensuring that district resources are effectively utilized and expenditures are within budgetary limitations.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining transportation services and/or programs.
- Conducts accident investigations (e.g. reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements and insurance carrier procedures.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Directs the transportation department for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and District requirements.
- Performs personnel administrative functions (e.g. recruiting, interviewing, training, supervising, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Researches a variety of information (e.g. new bus routes, bus schedules, new equipment/materials, bus policies, etc.) for the purpose of developing new programs/services, negotiating, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Prepares a wide variety of materials (e.g. transportation budget, route report, state reporting, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.
- Facilitates and participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: all state and federal guidelines related to school transportation; personnel processes; pertinent codes, policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with parents, school personnel and staff; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; making quick and accurate decisions; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Bachelor's degree from a recognized college or university in business administration, school administration, public administration, or transportation planning is highly desirable. A combination of college level studies and experience and training that demonstrates equivalent knowledge and abilities may be considered in lieu of a B.A. degree; completion of a School Bus Driver Certificate course is desirable; and completion of the California Department of Education School Bus Driver Instructor course is desirable.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

*"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*