Position: Director of Transportation	Salary Range: 128
Department/Site: Business Services/Transportation	FLSA: exempt
Reports to/Evaluated by: Deputy Superintendent	

Summary

Plans, directs, and coordinates the activities and operations of the Del Norte County Unified School District Transportation Department including student transportation, transportation maintenance and repair, and District-use automotive fleets. Coordinates transportation services with other District departments and outside monitoring agencies.

Distinguishing Career Features

The Director of Transportation is a management level position responsible for the scheduling and routing of student bus transportation, dispatch of buses for special requests, and the District's automotive fleet. The Director must plan for equipment, maintenance, and bus coverage in the community to optimize service and anticipate growth.

Essential Duties and Responsibilities

- Plans, organizes, directs, and coordinates the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other District vehicles.
- Ensures that services, equipment, facilities, and procedures, including personnel management policies and procedures, conform to applicable regulations and District policies. Formulates and implements changes in rules, regulations, policies and procedures affecting Transportation operations.
- Facilitates planning with school sites to learn about and meet their transportation needs for the fiscal/school year. Establishes and/or recommends to Administration, standards, schedules, and priorities related to transportation routes, schedules, and emergency plans.
- Plans and administers budgets, cost controls, and expenditures for equipment and services. Directs and participates in studies to assess transportation equipment needs, scope of service, type of equipment, and personnel. Writes grants to assist in the purchasing of vehicles, and/or to improve the delivery of transportation services.
- Plans staffing to optimize service while remaining cost effective.
- Monitors, and assists in the administration of contracts for student transportation services, including the need for contracted services for special student needs.
- Plans, oversees, reviews, and participates in training for staff and others affected by the services of the department. Facilitates periodic meetings to identify opportunities and problems encountered during the normal course of business.
- Collects and analyzes cost trends, service records, and other data to support proposals for

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new equipment, preventative maintenance programs, and improved efficiency of service.

- Administers the District's automobile fleet. Ensures that vehicles are tracked and maintained appropriately. Assists with capital planning for vehicles. Sets replacement standards and specifications to meet District needs

- Establishes and promotes the use of technology in routing, maintenance, and management of Transportation operations.

- Participates with administration in studying student demographics and boundaries to forecast student transportation needs. Recommends and establishes the most efficient and effective plans to meet those needs.

- Develops, monitors, and controls the Transportation Department budget. Approves the expenditure of funds as authorized and budgeted.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires specialized professional knowledge of the operational characteristics, services and activities of a comprehensive student transportation program. Requires understanding of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Must know modern and complex principles and practices of program development and administration. Requires knowledge of advanced principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation. Requires knowledge of the complexities involved in operating a school transportation system and the methods, tools and equipment employed in the repair of school buses. Requires thorough knowledge of the Provisions of the California Motor Vehicle Code, the State Education Code, and collective bargaining agreements applicable to the operation of vehicles in transporting students. Must know pertinent Federal, State, and local laws, codes and regulations. Requires well-developed English language and grammar to prepare professional reports and proposals. Requires well-developed human relations skill to conduct training, review performance, resolve problems, and convey a positive image of the department to a diverse population. Requires knowledge and skills in computer operations and various application software sufficient to perform the analyses, communications and services required to perform the job.

- **Abilities**

Requires the ability to plan, organize, direct and coordinate the work of supervisory and technical personnel; delegate authority and responsibility. Must be able to select, supervise, train and evaluate staff. Must be able to provide administrative and professional leadership and direction for the Transportation Department. Requires the ability to identify and respond to community and Board issues, concerns and needs. Must be able to develop, implement and administer goals, objectives, and procedures for providing effective and efficient student transportation services. Prepares and administers large and complex budgets, prepare clear and concise reports, make time, material, and cost estimates. Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Must be able to research, analyze, and evaluate new service delivery methods, procedures and techniques. Requires the ability to interpret and apply Federal, State and local policies, procedures, laws and regulations. Must be able to communicate clearly and concisely, both orally and in writing, coordinate schedules and assignments, and evaluate the routing and scheduling of school buses. Must be able to establish and maintain effective working relationships with those contacted in the course of work.

- **Physical Abilities**

Requires sufficient ambulatory ability to inspect premises and rolling stock, including some ability to bend, stoop, and walk in confined areas. Requires arm, hand, and finger dexterity to operate keyboard, pointing devices, and other office equipment. Requires sufficient visual acuity to read detailed drawings, observe work and construction, and recognize words and numbers. Requires sufficient auditory ability to carry on conversations in person with large audiences, one-on-one, and over the phone.

- **Education and Experience**

Any combination equivalent to: A bachelor's degree in business, transportation, urban planning or a related field and six years of progressive experience in a public transportation/transit setting, two of which should be in a leadership capacity.

- **Licenses and Certificates**

Must possess or obtain within 6 months: an appropriate Class B commercial driver's license and pass the State-required medical examination, a valid California Special Certificate with a School Bus endorsement, and valid First Aid Certificate. Must also be able to obtain, within 6 months, a California State Department of Education School Bus Drivers instructors and administrative certificate.

- **Working Conditions**

Work is performed indoors and outdoors where some, yet minimal, safety considerations exist while inspecting buses.