

## STOCKTON UNIFIED SCHOOL DISTRICT

### TRANSPORTATION MANAGER

#### DEFINITION

Responsible for planning, scheduling and supervising the district transportation system; the acquisition, maintenance and repair of district vehicles; and job-related duties as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Director of Facilities/Transportation, and exercises supervision over Transportation Operations Supervisor and office personnel and general supervision over bus operators, bus attendants, instructors, operations specialist.

**EXAMPLES OF DUTIES – (incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)**

Conduct annual planning for home to school transportation services; assists the Transportation Operations Supervisor in designing routes and schedules; performs mileage checks; determines shortest, safest route and appropriate locations for pickups; modifies schedules as appropriate; plan fall and summer routes and schedules. *E*

Oversee dispatching of bus operators and radio contact with buses. Provide daily guidance and assistance to drivers on a variety of matters including route and route changes, student discipline, bus passes and parent contacts. *E*

Plan and direct the selection and purchase of vehicular parts and supplies for mechanical repair and maintenance. *E*

Confer with administrative personnel, drivers, site personnel, and the public on transportation services and problems. *E*

Communicate with other administrator, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; confer with administrators regarding student behavior issues and disciplinary actions. *E*

Responsible for SUSD computerized bus route system, field trips, bus and other vehicle service mileage, time reports and submit reports as required. *E*

Respond to student, parent, and community complaints involving bus stops, bus routes and investigates other complaints relating to transportation department functions. *E*

Assists the Transportation Operations Supervisor in overseeing bus operators, instructors and operations specialist; assume responsibility for a variety of personnel actions including participation in the selection, training, supervision, and evaluation of staff members. *E*

Prepares work schedules and assignments based on contract bidding procedures; posts routes and oversees bidding process; schedules drivers for extra duties based on contract requirements. *E*

Analyze all investigations of accidents and assures the proper maintenance of records of all accidents involving district vehicles or passengers; reviews follow-up action. *E*

Provide administrative assistance in personnel safety, investigate accidents; may take pictures and gather information; maintains work performance and safety standards for assigned drivers; public relations and other operational concerns. *E*

Plan and direct fleet safety program including all licensed certification required by the Department of Motor Vehicles. *E*

Train and instruct supervisors and evaluates the performance of department employees. *E*

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Transportation needs and operational concerns in a large school district
- State and district policies and regulations governing bus operations
- Law, rules and regulations pertaining to the district's transportation program.
- Scheduling and route planning techniques
- Personnel supervision, training, evaluation and discipline.
- Record keeping and reporting systems
- Oral and written communication skills
- Personnel rules and procedures of the District
- Principles of labor relations management, collective bargaining and working with unions.

### Ability to:

- Evaluate, plan, and schedule work for all employees
- Meet schedules and time lines
- Effectively schedule and dispatch operations in a large transportation system
- Oversee the work of others
- Keep record accurately and neatly
- Respond to emergency and problem situations; react effectively

- Establish and maintain effective working relationships with others; interact courteously and effectively with the public
- Operate a bus safely
- Physical capability sufficient to perform job tasks

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and:

- Two (2) years of full-time experience in route planning, scheduling and fleet operations
- One (1) year of supervisor experience or completion of an accredited course in supervision

License and Certificates:

- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California Driver's License