

MUSD

MANTECA UNIFIED SCHOOL DISTRICT

P.O. Box 32
Manteca, CA 95336

2271 West Louise Avenue, Manteca
(209) 825-3200

Job Description

No. 204.15

DIRECTOR OF TRANSPORTATION

SUMMARY OF POSITION:

Under the direction of the Director of Operations, plans, organizes, and directs the operation of the Transportation Department. Serves as the immediate supervisor for designated employees.

MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Thirty semester college units.

DESIRABLE QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Bachelor's degree in public administration or related field.

MINIMUM EXPERIENCE:

Three years of increasingly responsible experience in automotive transportation or fleet operations work.

SKILLS AND ABILITIES:

1. Possesses knowledge of the California Motor Vehicle Code and state education code as they pertain to the operation of vehicles in transporting students.
2. Possesses knowledge of general labor relations, laws, practices, and procedures.
3. Works with District and school personnel, community members, and outside agencies in a pleasant and cooperative manner.
4. Possesses effective public speaking techniques.
5. Interprets and applies state laws and rules, education codes, and government codes.
6. Maintains open communication and cooperative relationships with others, inspires individual and team development, and reviews processes for improvement.
7. Communicates effectively orally and in writing.
8. Remains tactful and courteous in all matters to maintain and/or establish good public relations.
9. Possesses competence in the usage of basic computer skills and standard office software applications.
10. Maintains confidentiality regarding sensitive information.

ESSENTIAL FUNCTIONS:

1. Schedules and assigns drivers for all buses and routes within the District and for extra-curricular events. Revises bus schedules and routes as needed.
2. Investigates bus accidents or special problems reported by drivers. May initiate reports on disciplinary problems of student passengers. Confers with school authorities on disciplinary problems.
3. Directs training and instruction of bus operators. Maintains all records necessary to be in compliance with transportation laws, education code, and District policies.
4. Confers on the need for additional vehicles, the condition and replacement of District vehicles, and supervises the maintenance of all vehicles in the Transportation Department.
5. Assists in the implementation of the District's emergency plan.
6. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

1. Stand, walk and bend over, kneel, crouch, reach overhead, grasp, push and pull. Move, lift and/or carry up to 30 pounds to waist height.
2. Demonstrate normal depth perception.
3. Sitting, standing, or walking for extended periods of time.
4. Dexterity of hands and fingers to operate a computer keyboard or typewriter operates standard office equipment, and use a telephone.
5. See and read a computer screen and printed matter with or without vision aids.
6. Distinguish colors.
7. Read and understand rules and policies, labels, and instructions.
8. Verbal communications including the ability to speak and hear at normal room levels and on the telephone.
9. Ability to work at a computer terminal for extended periods of time.

WORK ENVIRONMENT:

1. Work is performed in indoor and outdoor environment.
2. Exposure to dust, oil, and cleaning chemicals.
3. Some exposure to childhood and other diseases in a school environment.
4. May be requested to work outside of normal workdays and office hours to meet operational deadlines.
5. May be required to work in emergency situations.

SPECIAL REQUIREMENTS:

1. Possession of a valid California Motor Vehicle Operator's license of the proper class to operate vehicles or combinations of vehicles in the Transportation Department.
2. Maintain District-insurable driving record.