



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>DIRECTOR - TRANSPORTATION</u>			
DEPARTMENT/SITE:	Transportation Department	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	11
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assistant Superintendent of Business Services or assigned designee	FLSA:	Exempt

BASIC FUNCTION:

Plan, organize, direct, coordinate, and supervise the District’s pupil transportation program; oversee and coordinate the maintenance and repair of District buses and vehicles; supervise and evaluate the performance of assigned staff. The incumbent in this classification assists in providing students with safe, reliable, friendly, and professional transportation to and from school which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, control, and direct the activities and operations of the Transportation Department; direct and supervise the fee-for-service program for regular home-to-school transportation; ensure compliance with District policy and State law.

Establish, coordinate, implement, and maintain regular and special education bus routes and schedules; evaluate bus stop locations and road and weather conditions and adjust bus routes accordingly; organize transportation services for field trips and special events.

Direct driver training activities, including providing defensive driving instruction to District employees who drive District vehicles; train, supervise, and evaluate the personnel assigned to the Transportation Department.

Plan, organize, and implement long- and short-term programs and activities designed to enhance transportation programs and services; develop and implement Department policies, procedures, and regulations; conduct long-range planning activities including cost analyses and recommendations for improving the overall effectiveness of transportation services; develop recommended procedures for the acquisition and disposition of the bus fleet, equipment, machinery, and other District vehicles.

Assist the Purchasing department in the acquisition of new school buses, as well as other equipment such as radios and cameras; assist with the application process and compliance reporting for grants; ensure bus retirement process and paperwork are performed properly.

Oversee and coordinate the maintenance, repair, servicing, and cleaning of District vehicles and buses;

ensure work is done in accordance with regulations concerning sustainability and safety.

Conduct traffic safety, pupil load, service extensions and modifications, and related studies; maintain records of operations and costs in conformance with District and State policies; advise District management staff on transportation-related matters and maintain close liaison with school administrators to coordinate and expedite transportation services; interpret provisions of law, District policy, and procedures related to pupil transportation to staff, parents, and the general public.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfer, reassignment, termination, and disciplinary actions.

Provide technical expertise, information, and assistance to the administrator regarding transportation activities; assist in the formulation and development of policies, procedures, and programs to ensure an economical, safe, and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to transportation activities and personnel.

Communicate with other administrators, 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; serve as the Department spokesperson to the media concerning transportation issues.

Develop and prepare the annual preliminary budget for the Department; develop and administer the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; respond to requests for information and complaints and resolve problems from parents and citizens pertaining to the District's transportation of students.

Ensure departmental compliance with various licensing and certification requirements; coordinate District field trips, special events, and other special transportation schedules.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of transportation services.

Methods and equipment used in the repair of school buses.

Methods and procedures of coordinating bus routes and assigning schedules.

Strategies for managing student behavior on buses, including policies for dealing with disciplinary issues.

GPS tracking systems, routing software, and other technology-based tools to optimize transportation services.

Sustainability practices related to transportation.

Applicable laws, codes, regulations, policies, and procedures.
Health and safety regulations.
Emergency preparedness and response.
Budget preparation and control.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of administration, supervision, and training.
Operation of a computer and assigned software.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, control, and direct the activities and operations of the Transportation Department.
Coordinate, implement, and maintain bus routes and schedules.
Manage contracts.
Create a positive work environment and help employees connect to the District's mission and goals.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Demonstrate a commitment to quality public service and advance the District's mission and goals in all interactions with staff, students, and parents.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work effectively, both independently and as a member of a team.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Operate a computer and assigned office equipment.
Consider a variety of factors when using equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in business administration or related field and five (5) years of increasingly responsible experience in the administration of a transportation program with at least two (2) years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.
Valid California Class A or B driver's license with appropriate passenger and air brake endorsements, Special Driver Certificate of appropriate type, and valid medical examiner's certificate, preferred.
Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certification in CPR and First Aid.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school bus, and/or outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours.

Exposure to chemical fumes, dust, odors, oil/grease, and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling, and pushing to open bus doors and apply the braking system.
Bending at the waist, kneeling, or crouching.
Reaching overhead, above the shoulders, or horizontally.
Seeing to perform duties required of classification.
The majority of work is light to medium weight, routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds or more with the use of adaptive or other equipment.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing and participation in the State of California pull notice program.

HAZARDS:

Driving hazards
Student illness and body fluids

CLEARANCES:

Criminal Justice Fingerprint / Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 1992; Rev. 03/93; Rev. 11/00; Elim. 03/07; Reinstated: G.B. 05/08, P.C. 05/08
(Reallocated from 11-3) Rev.; 06/09, 03/15 Reallocated from Range 2 (Ewing)
Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025