

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Director, Transportation Services Department	<b>REPORTS TO:</b>	Executive Director, Auxiliary Services
<b>DEPARTMENT:</b>	Auxiliary Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034
<b>REVISED:</b>	January 25, 2010		

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### BASIC FUNCTION:

Plan, organize, control and direct the planning, scheduling, operations, personnel, budgets, contracts administration, community relations and safety of the District's Transportation Services and fleet maintenance program; supervise and evaluate the performance of assigned personnel.

### REPRESENTATIVE DUTIES:

Plan, organize, control and direct the scheduling, operations, personnel, budgets, contracts administration, community relations and safety of the District's Transportation Services and fleet maintenance program. *E*

Develop immediate and long-range facility, equipment, manpower, operating and service plans and objectives for pupil transportation services and supporting transportation services of the District; initiate and assist in the formulation, review and modification of District policies and procedures governing transportation services. *E*

Direct the facility, equipment, manpower and service plans and objectives for fleet maintenance for the District; assist in the development, review and modification of District policies and procedures governing fleet maintenance and replacement of vehicles for the District. *E*

Review and approve criteria for evaluating transportation service and fleet maintenance performance, cost effectiveness and policy compliance; establish and enforce operating standards, productivity standards, work rules and procedures that assure service efficiency and effectiveness. *E*

Regularly report status, findings and recommendations regarding transportation services to staff and the Board of Education. *E*

Develop, review and recommend contract specifications for bus services and agency contracts; evaluate bids, recommend awards and assure compliance with contract specifications; arrange for staff to be on-site during the construction of buses by vendors. *E*

Direct the preparation of and approve specifications and contracts for vehicles, equipment and parts purchases, vendor maintenance services and supply purchases; direct the material control and inventory of fleet maintenance equipment, parts and supplies. *E*

Represent the District in negotiating governmental interagency agreements, regulatory agency demands, contract carrier service standards, service disputes, pricing structures, contract renewals, rate adjustments, service obligation reassignments, suspensions and enforcement sanctions. *E*

Assist the legal office in conducting applicable litigations, employment hearings and State agency reviews; participate in legislative planning and proposal development; represent the District at State regulation hearings regarding transportation services. *E*

Develop and prepare the annual preliminary budget for the Transportation Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Review, modify and enforce cost allocations and billings to programs, agencies and service users; develop, recommend and direct the collection of agency fees and other revenue abatements to transportation services. *E*

Direct the enforcement and collection of liquidated damages, administrative fees, warranty charges, vendor discounts, core charge allowances, in-lieu payments and exchanges from contract carries, vendors, suppliers, parents and service users. *E*

Direct the design, development, implementation and maintenance of data systems in support of transportation services and fleet maintenance; develop records and administer requests for proposals and consultant service contracts; coordinate data systems of the department with the Information Technology Department to support long-range District objectives and SMART Goals. *E*

Develop staffing, organization structure and reporting and communications procedures for the department; evaluate and modify personnel, employment, training, certification, transfer, assignment and discipline practices for Transportation Services department employees. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in bus driver training, license renewal and related functions; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Represent department in collective bargaining conferences, mediations, grievance hearings and complaint actions; develop and recommend collective bargaining contract revisions; represent department in negotiations. *E*

Provide technical expertise, information and assistance to the Executive Director, Auxiliary Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Executive Director, Auxiliary Services of unusual trends or problems and recommend appropriate corrective action. *E*

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

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Review, approve and authorize department safety practices and standards and conduct independent investigations and inspections of safety programs; direct the transportation safety instruction of pupils and school staffs. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect Transportation Services; present reports and initial findings as assigned. *E*

Respond to media and public inquiries and interpret pupil transportation policies and procedures. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in business administration, public administration, transportation or a related field and six years of progressively responsible experience managing a large unit in business, government or transportation services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Planning, organization and direction of procedural guidelines and the District's Transportation Services department.  
Federal Motor Vehicle Safety Standards (FMVSS) as well as experience with National Standards (NCST) and best practices for school transportation.  
Laws and regulations regarding the transportation of students with disabilities (IDEA, LRE, Section 504).  
School transportation operations involving the use of a large number and variety of automotive vehicles.  
Methods, practices, equipment and supplies used in an automotive maintenance program.  
Collective bargaining practices and procedures.  
Basic research methods.  
Interpersonal skills using tact, patience and courtesy.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, coordinate and direct the District's transportation services program.  
Plan and direct training programs.  
Assure department meets legal requirements concerning student transportation.  
Meet schedules and time lines.  
Train and evaluate the performance of assigned staff.  
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.  
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.  
Operate a computer and assigned office equipment.  
Plan and organize work.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.