SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Manager, Transportation Operations</th>
<th>REPORTS TO:</th>
<th>Director, Transportation Services Department</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Business Services</td>
<td>CLASSIFICATION:</td>
<td>Classified Management</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>SALARY GRADE:</td>
<td>026 AASD</td>
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<td>ISSUED:</td>
<td>September 11, 2007</td>
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BASIC FUNCTION:

Plan, develop, organize, implement and manage the day-to-day operations and assigned personnel of the District’s Pupil Transportation Department; assist the Director, Transportation Services with the administration of transportation planning, scheduling, operations, safety regulations, and school bus driver and support staff training; responsible for the overall supervision of school bus drivers, dispatchers, and line supervisors.

REPRESENTATIVE DUTIES:

Manage and oversee the day-to-day operations of the Pupil Transportation Department; assist with the administration of pupil transportation planning, scheduling, operations, safety regulations, and school bus driver and support staff training; E

Assist with and participate in the planning, development, and implementation of immediate and long-range goals for equipment, manpower, operating and service plans and objectives for pupil transportation services. E

Serve as a resource and liaison with District personnel, parents and the public regarding the student transportation system; provide information, respond to complaints and resolve issues. E

Assist the Director, Transportation Services with the review, development and approval of criteria for evaluating transportation service performance, cost effectiveness and policy compliance; establish and enforce operating standards, productivity standards, work rules and procedures that assure service efficiency and effectiveness. E

Assist in the formulation, review and modification of District policies and procedures governing transportation services. E

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training; 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; may represent department in negotiations. E

Provide technical expertise, information and assistance to the Director, Transportation Services regarding assigned functions including the development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. E

Prepare and maintain 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. E
Implement department safety practices and standards and conduct independent investigations and inspections of safety programs; oversee the transportation safety instruction of pupils and school staffs.

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a bachelor’s degree in public administration, business administration, or related field and five years of recent, progressively responsible and directly related experience, including three years of supervisory or lead experience in a large pupil transportation service organization.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Pupil transportation operations, planning, scheduling and safety regulations.
- Principles of bus driver training and safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Rules and regulations affecting School District Transportation Department.
- Geographic and topographic characteristics of community served by the District.
- Computerized routine systems and their applications.
- Principles and practices of supervision and training.
- Collective bargaining practices and procedures.
- 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, manage and implement an efficient student transportation system.
- Plan and conduct training programs.
- Ensure department meets legal requirements concerning student transportation.
- Enter and retrieve applicable bus transportation data using a computer.
- 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.

Issued: 9.11.07
Job Code 1611
JB