

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Transportation Operations	REPORTS TO:	Director, Transportation Services Department
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	026 AASD
ISSUED:	September 11, 2007		

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. *E*

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

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.
- California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students.
- 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

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