

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Director II, Transportation Services	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Transportation	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	225 Days
<b>BOARD APPROVAL:</b>	May 7, 2019	<b>SALARY:</b>	Range D1 / Tier IV Management Salary Schedule

**SUMMARY DEFINITION:** Under the direction of the assigned supervisor, plan, organize, control and direct transportation operations and activities to assure safe, efficient and timely student transportation to and from school; direct the scheduling of pupil transportation to and from school, sports events and field trips; assure proper development, arrangement and adjustment of bus routes and stops to meet student needs; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**E= Essential Functions**

Plan, organize, control and direct District transportation services; coordinate and implement the District's training program for transportation employees; monitor medical clearances and maintain records for all employees whose positions require commercial licenses. **E**

Coordinate, implement and maintain District bus routes and schedules and adjust bus routes as necessary to maximize efficiency and cost effectiveness; organize and arrange transportation services for field trips and special events. **E**

Supervise and direct all operations of the District's auto repair facility and mechanics, including maintenance and repair of District transportation vehicles to assure compliance with state and federal requirements and non-transportation service vehicles. **E**

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, and disciplinary actions; assign employee duties and review work to assure compliance with established standards and procedures; arrange for substitute employees as needed. **E**

Administer District transportation policies and procedures, Department of Transportation procedures, the Transportation Safety program, and Drug and Alcohol Testing guidelines and procedures; advise assigned supervisor of new and unusual trends or problems and recommend appropriate corrective action. **E**

Plan, organize and implement long and short-term programs and activities designed to enhance and improve transportation programs and services. **E**

Supervise and direct all operations of the Crossing Guard program, including employee assignment and training. **E**

Provide technical expertise and information regarding District transportation activities. **E**

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

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 liaison between the Transportation and Special Education Departments; attend various internal and external meetings. **E**

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

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

Attend and conduct a variety of meetings as assigned. **E**

Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

#### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school or equivalent and five years increasingly responsible experience in public transportation services. Completion of college-level coursework, training and/or lead experience in transportation management, and school district experience is highly desirable.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B commercial driver's license with passenger endorsements, valid California School Bus Driver Instructor's Special Certificate, and valid First Aid Certification issued by an authorized agency.

#### **TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

**KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.**

#### **KNOWLEDGE OF:**

Planning, organization and direction of District transportation operations, routing, scheduling and activities. Standards, requirements, procedures and techniques involved in assuring safe and timely transportation of special education and other students.

Principles and practices of student transportation.

Scheduling and coordination of transportation activities.

Principles of efficient and economical bus routing techniques.

Principles and practices of administration, supervision and training.

Policies and objectives of assigned programs and activities.

Problems and concerns of students with special needs.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Budget preparation and control.  
Policies and objectives of assigned programs and activities.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.

**ABILITY TO:**

Plan, organize, control and direct District transportation operations, routing, scheduling and activities to assure safe and timely transportation of students to and from school.  
Coordinate and direct communications, information and personnel to meet student transportation needs.  
Direct student transportation functions.  
Supervise and evaluate the performance of assigned personnel.  
Develop, implement and maintain safe, timely and efficient bus routes and schedules. Interpret, apply, explain and assure compliance with student transportation laws, rules, regulations, policies and procedures.  
Provide consultation and technical assistance regarding District transportation functions.  
Direct and participate in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities and meet student needs.  
Coordinate and implement training activities to enhance bus driver skills and understanding of safety practices.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive reports.  
Direct the maintenance of various records related to assigned activities.  
Use assigned software at an intermediate level.  
Maintain consistent, punctual and regular attendance.

**LANGUAGE SKILLS:**

Ability to read, write and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Office environment; drive a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**APPROVALS:**



5/8/19

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Keith Rogenski  
Assistant Superintendent, Human Resources

Date



5/8/19

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Rick Schmitt  
Superintendent

Date