
Position:	Manager, Transportation	FLSA:	Exempt
Department/Site:	Transportation	Salary Grade:	37
Reports to/Evaluated by:	Director of Transportation	Salary Schedule:	Non-Operations

SUMMARY

Under direction this position manages key support, process, quality control, safety, training, and customer service functions supporting the entire Transportation Department. Establishes process documentation and procedures, along with performance expectations and measurements to ensure departmental work is executed at a consistently high level. Exercises discretion and independent judgment.

DISTINGUISHING CAREER FEATURES

This is a Senior level management position at Clovis USD transportation department which is responsible for the efficient and effective performance of approximately 120 department employees. Responsible for applying an extensive, seasoned knowledge of the student transportation industry and program management. Responsible for budgetary and administrative functions for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing student transportation within the Transportation Department.
- Participate in the selection of transportation operations staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Prepare various reports on operations and activities.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing student transportation services; implement policies and procedures.
- Participate in the preparation and administration of the Transportation Department budget; submit budget recommendations; monitor expenditures.
- Plan and maintain regular school bus schedules and organize emergency routing; coordinate the use of District vehicles; arrange for substitute and relief drivers; coordinate substitute, stand-by, and relief driver assignments.
- Confer with parents, Principals, and other school administrators regarding problems concerning pupil transportation or discipline, receive and respond to inquiries from parents concerning routing and transportation questions.
- Review daily time reports, bus records, and other reports; prepare technical reports including cost analysis of bus routes; prepare statistical breakdowns and analyses of various busing programs; write daily reports.

- Update maps; remain familiar with streets, boundary lines, and housing developments; remain current concerning pending and existing State legislation relative to student transportation.
- Investigate bus stop accidents; prepare, enter, and generate transportation data from the transportation computer system; supervise the operation of the dispatch office.
- Coordinate development and implementation of the Driver Training and Safety programs; assist in development, implementation, and scheduling of safety meetings.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of the operational characteristics, services and activities of a comprehensive student transportation program. Requires understanding of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Requires knowledge of advanced principles and practices of budget preparation and administration, principles of supervision, training and performance evaluation. Must know practices and problems in operating a school transportation system and the methods, tools and equipment employed in the repair of school buses. Requires thorough knowledge of the Provisions of the California Motor Vehicle Code, State Education Code, and the California School Accounting Manual applicable to the operation of vehicles in transporting students. Must know pertinent Federal, State, and local laws, codes and regulations.

Abilities: Requires the ability to plan, organize, direct and coordinate the work of supervisory and technical personnel; delegate authority and responsibility. Requires the ability to identify and respond to community and Board issues, concerns and needs. Must be able to develop, implement and administer goals, objectives, and procedures for providing effective and efficient student transportation services. Requires the ability to prepare and administer large and complex budgets, prepare clear and concise reports, make time, material, and cost estimates. Requires the ability to interpret and apply Federal, State and local policies, procedures, laws and regulations. Must be able to communicate clearly and concisely, both orally and in writing, coordinate schedules and assignments, and evaluate the routing and scheduling of school buses. Must be able to establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: Associates Degree in Business Management, Transportation Management, or a related field; supplemented by four (4) years of increasingly responsible experience in automotive transportation or fleet operations work, including two years of administrative and supervisory responsibility. Any equivalent combination of education, training and experience.

Credential Requirements: Requires: Must be able to obtain a valid Commercial Driver's License, valid California Special Certificate with a School Bus endorsement, and California State Department of Education School Bus Drivers instructors or administrative certificate. Medical examination card. Valid American Red Cross, First Aid Certificate.