

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Director, Transportation

Salary Grade: 53

Salary Schedule: Classified, Non-Operations

Department: Transportation

Reports to/Evaluated by: Associate Superintendent, Business Services

FLSA: Exempt

SUMMARY

Under administrative duties, the Director plans, directs, manages, and oversees the activities and operations of the Clovis Unified Transportation Departments, including student transportation and transportation maintenance and repair. The Director coordinates assigned activities with other District departments and outside agencies while providing highly responsible and complex administrative support to the Assistant Superintendent for Business Services.

This is an executive-level position with full operational responsibility for the transportation department. The role involves planning, evaluating, and initiating programs to meet current and future District needs for student transportation. The position ensures the efficiency and cost-effectiveness of the department and ensures compliance with State and Federal regulations regarding purchasing, budget preparation, and personnel management. Working in a "fluid" environment, the Director is required to develop program procedures, maintain departmental systems, and uphold professional credibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers all services and activities including student transportation, maintenance, repair, and emergency response.
- Manages the development and implementation of departmental goals, objectives, and policies for each service area.
- Establishes District policy regarding service and staffing levels and allocates resources accordingly.
- Monitors and evaluates the efficiency of service delivery methods, identifies opportunities for improvement, and directs the implementation of changes.
- Represents the department to elected officials and outside agencies to explain, justify, and defend programs and resolve controversial issues.
- Selects, trains, motivates, and evaluates personnel, and implements necessary discipline or termination procedures.
- Directs the department work plan through subordinate managers and supervisors, reviewing work methods and resolving problems.

Director, Transportation
Board Approved 07/01.13

- Manages the development and administration of the department budget, including forecasting funds for staffing and equipment and approving expenditures.
- Coordinates activities with other organizations and prepares staff reports and correspondence for the Assistant Superintendent.
- Participates on various boards and committees and stays current on trends and innovations in student transportation.
- Resolves difficult parent and citizen inquiries and confers with school authorities on student passenger disciplinary problems.
- Supervises the scheduling and assignment of driver personnel and the bus driver training program.
- Oversees the automotive repair shop and preventive maintenance programs to ensure vehicle safety compliance.
- Coordinates the purchase of supplies, materials, parts, and equipment.
- Directs the routing and scheduling of buses for co-curricular events and adjusts routes based on traffic hazards or passenger fluctuations.

QUALIFICATIONS

- **Knowledge of:** The position requires in-depth knowledge of the operational characteristics and services of a comprehensive student transportation program. This includes understanding organizational and management practices used to evaluate programs and operational needs. The Director must be familiar with modern principles of program development, budget administration, and performance evaluation. Extensive knowledge of the practices and equipment used in school bus repair is required, as well as a thorough understanding of the California Motor Vehicle Code, State Education Code, and the California School Accounting Manual. Additionally, the Director must know all pertinent Federal, State, and local laws and regulations.
- **Ability to:** The Director must be able to plan, organize, and coordinate the work of supervisory and technical personnel while delegating authority effectively. This includes providing administrative leadership and responding to the concerns of the community and the Board. The role requires the ability to develop and administer complex budgets, prepare concise reports, and estimate costs for materials and time. The Director must be able to analyze problems, identify alternative solutions, and project the consequences of proposed actions. Clear communication in both oral and written forms is essential, as is the ability to establish effective working relationships with all stakeholders.
- **Education and Experience:** A Bachelor's degree with major coursework in business management, transportation management, or a related field is required. This must be

supplemented by five to seven years of increasingly responsible experience in automotive transportation or fleet operations, including at least two years of administrative and supervisory responsibility. A combination of education and experience that provides the required knowledge may be considered qualifying. Experience in the operation of pupil transportation systems is desirable.

- **Licenses and Certificates:** Possession of a Class A or B Commercial Driver's License and a required medical examination is preferred.