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<b>Position:</b>	Director, Transportation	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Transportation	<b>Salary Grade:</b>	53
<b>Reports to/Evaluated by:</b>	Associate Superintendent, Business Services	<b>Salary Schedule:</b>	Classified Non-Operations

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**SUMMARY**

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

**DISTINGUISHING CAREER FEATURES**

Executive level position with full operational responsibility for the transportation department. Responsible for 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 transportation department and that the department complies with State and Federal regulations and laws to include: purchasing, budget preparation, hiring and firing staff and overseeing supervision of transportation positions. Positions at this level are required to develop and maintain program procedures, department systems and efficient work standards. Has full budgetary responsibility. Maintains cooperation, understanding, trust and credibility. Work is performed in a “fluid” environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administers Clovis Unified Transportation Department services and activities, e.g., student transportation, transportation maintenance and repair, emergency and accident response.
- Manages the development and implementation of Transportation Department goals, objectives, policies, and priorities for each assigned service area; establish District policy regarding appropriate service and staffing levels; allocate resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. Recommends and administers policies and procedures.
- Represents the Transportation Departments to other District departments, elected officials and outside agencies; explain, justify and defend Transportation Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- Selects, trains, motivates and evaluates Transportation Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Plans, directs and coordinates, through subordinate level managers and supervisors, the Transportation Department's work plan; meet with supervisory staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manages and participates in the development and administration of the Transportation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Coordinates Transportation Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant Superintendent for Business Services; prepare and present staff reports and other necessary correspondence.
- Participates on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of student transportation.
- Responds to and resolves difficult and sensitive parent and citizen inquiries and complaints; confer with school authorities and parents on disciplinary problems of student passengers.
- Supervises the scheduling and assignment of driver personnel for all school bus operations within the School District; supervise the bus driver training program for transportation personnel; direct Department personnel in the development and review of all home-to-school bus routes.
- Supervises the operation of the automotive repair shop for buses and other motor vehicles of the District; direct a preventive maintenance program to keep vehicles in compliance with safety requirements; coordinate the purchase of supplies, materials, parts, and equipment.
- Supervises the scheduling and routing of buses for co-curricular events; directs the revision of bus schedules and routes according to traffic hazards and fluctuations in number of passengers in various areas.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires in-depth 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. Must know modern and complex principles and practices of program development and administration. Requires comprehensive 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. Must be able to select, supervise, train and evaluate staff. Must be able to provide administrative and professional leadership and direction for the Transportation Department. 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. Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Must be able to research, analyze, and evaluate new service delivery methods, procedures and techniques. 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.

**Education and/or Experience:** Bachelor's degree with major course work in business management, transportation management, or a related field; supplemented by five (5) to seven (7) years of increasingly responsible experience in automotive transportation or fleet operations work, including two years of administrative and supervisory responsibility; or any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

**Desired experience:** Experience in operation of student transportation systems is desirable.

**Licenses and Certificates:** Possession of an appropriate, valid commercial driver's license and medical examination preferred.