



## Fremont Unified School District

### Classified Management Job Description

#### **Director, Transportation**

##### **Definition**

The Director, Transportation reports to the Associate Superintendent. Under general direction, responsible for the planning, scheduling, and supervising of the school transportation system; to assure for the acquisition, maintenance, and repair of District transportation vehicles and perform other job-related duties as required.

##### **Essential Duties and Responsibilities**

Depending on the assignment, duties may include but are not limited to the following:

- Directs the planning, developing and implementing of all transportation services assigned to the department.
- Coordinates transportation services with principals and other managers, and with outside agencies as required.
- Directs the busing program; directs the administration of student fees.
- Establishes and maintains employee training programs and periodic maintenance and repair schedules.
- Develops vehicle requirements and recommends type and specifications of vehicles to be purchased.
- Analyzes all investigations of accidents and assures the proper maintenance of records of all accidents involving District vehicles or passengers; reviews follow-up action.
- Oversees fleet safety program, including driver certification.
- Receives and investigates complaints relating to transportation, department functions.
- Meets and confers with District and school management, public agencies, parents, and other civic groups on matters relating to pupil transportation.
- Interprets schedule for school officials and parents.
- Directs the selection and purchase of automotive parts and supplies for mechanical repair and maintenance.
- Makes time, material and cost estimates.
- Maintains bus service mileage and time; records and submits reports as required. Manages the department's budget; notifies management of potential problems.
- Trains and instructs supervisors and evaluates the performance of department employees.
- Confers with shop stewards and union representatives, to improve communication.
- Reviews periodic equipment operating cost data to identify units requiring analysis and executes corrective action including reassignments of units to balance usage.

##### **Qualifications**

Successful Experience in:

- Methods, tools, and equipment employed to do repair and maintenance of District vehicles.
- Practices and problems of operating school transportation systems.
- Provisions of the California Motor Vehicle Code, State Educational Code, California School Accounting.
- Manual applicable to the operation of vehicles in transporting students; principles and practices of effective supervision and training.

Ability to:

- Direct the overall operation of the transportation department.
- Evaluate, plan and schedule work for all employees.
- Make necessary purchases of parts and equipment; make material and cost estimates.
- Keep and compile records and reports.
- Organize, supervise and train transportation personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

Education: Equivalent to the completion of a Bachelor's Degree in Business Administration, Transportation Management or a related field preferred. Completion of certification program in related field desirable.

Experience: Four years of increasingly responsible experience involving automotive transportation or fleet operations including two years in a supervisory capacity.

**Licenses and Certificates:**

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

US Proof of Residency

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting 30-40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

**Required Testing** Pre-employment Proficiency Test may be required

**Clearances** Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

N:12/68 R:11/85, 5/99, 11/14

**Salary Range**

Range 17

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.