

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-TRANSPORTATION and COMMERCIAL COMPLIANCE**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services, plan, organize, control and direct District transportation services; coordinate, implement and maintain District bus routes and schedules; coordinate, implement, and maintain the commercial drivers Drug & Alcohol Program; administer the districts pull notice program for employees who drive district vehicles; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize, control and direct District transportation services; coordinate and monitor the Transportation Driver Training Program and maintenance and repair programs for student transportation vehicles and district-wide automotive equipment. Coordinate and monitor the driver training, medical clearances, and record keeping for all district employees whose positions require commercial licenses.

Coordinate, implement and maintain District bus routes and schedules; evaluate bus stop locations and road and weather conditions and adjust bus routes accordingly; organize transportation services for field trips and special events.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding transportation activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs and activities designed to enhance transportation programs and services; develop and implement Department policies, procedures and regulations.

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

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 the Department spokesperson to the media concerning transportation issues.

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.

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

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of transportation services.

Methods and equipment used in the repair of school buses.

Methods and procedures of coordinating bus routes and assigning schedules.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

U.S. Department of Transportation Drug & Alcohol Testing Requirements

**ABILITY TO:**

Plan, organize, control and direct District transportation services.

Coordinate, implement and maintain District bus routes and schedules.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

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 narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in business administration or related field and five years increasingly responsible experience in the administration of a transportation program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.