

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MANAGER-TRANSPORTATION OPERATIONS**

#### **BASIC FUNCTION:**

Under the direction of the Director-Transportation, plan, organize and supervise the activities of the student transportation and bus driver training operations for the District; schedule, coordinate and supervise bidding, routing and dispatch of bus routes, field trips and extracurricular events; prepare and maintain accurate records related to vehicles and drivers; assign and review the work of drivers; train, supervise and evaluate the performance of assigned staff.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and supervise the activities of the student transportation and bus driver training operations for the District.

Supervise and evaluate the scheduling, coordination and dispatching of buses for bus routes, field trips and extracurricular events; prepare and assign work schedules; prepare bus routes and schedules; schedule subs as needed to cover driver absences; initiate and develop programs for proper coordination and utilization of District equipment and personnel.

Prepare and maintain accurate records related to vehicles and drivers; assure proper licenses for subs and drivers and maintain accurate records of expiration dates.

Plan, develop, implement and evaluate Transportation Driver Training Programs; supervise and evaluate driver trainees.

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

Plan, develop, supervise and conduct safety in-service and classroom workshops.

Assist the Director of Transportation in the development of the department budget.

Communicate with parents and teachers and resolve issues or concerns as needed; resolve and respond to parent complaints.

Serve as the Director of Transportation in the absence of the Director.

Operate a vehicle to conduct work.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Scheduling and coordination of the transportation program.
- Safe and defensive driving practices.
- Proper operation of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.

**ABILITY TO:**

- Schedule, coordinate and supervise the dispatch of buses for bus routes, field trips and extracurricular events.
- Prepare and maintain accurate records related to vehicles and drivers.
- Train, supervise and evaluate personnel.
- Estimate and requisition supplies and equipment.
- Apply and interpret District policies and procedures related to student discipline.
- Observe legal and defensive driving practices.
- Read and interpret maps.
- Communicate effectively with others to exchange information.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Sit for extended periods of time.
- Hear and speak to exchange information.
- See to observe activities and read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and five years experience in bus driving, transportation or fleet operations work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus and indoor environment.  
Constant interruptions.