

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Transportation Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director I	FLSA:	Exempt
JOB CLASS CODE:	9787	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 15 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Facilities Support Services	BOARD APPROVAL:	08-16-99
		BOARD REVISION:	06-15-06
		CABINET REVISION:	03-30-2021

BASIC FUNCTION:

Plan, organize, control, and direct the transportation services, operations, and vehicle maintenance of the District; administer District transportation policies; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, control, and direct the transportation services, operations, and vehicle maintenance of the District; administer District transportation policies; and supervise and evaluate the performance of assigned staff. **E**

Direct the routing, scheduling, and supervision of school bus drivers to assure the smooth operation of a variety of school bus routes for regular and special education students. **E**

Direct the District's transportation maintenance activities including preventive maintenance schedules, ongoing repairs, and maintenance staff. **E**

Direct the department's safety and training needs to assure that school bus drivers and bus attendants are sufficiently trained and meet the state guidelines in original and renewal training; direct routine in-service programs. **E**

Analyze and study schedules and routes; prepare long-range plans for equipment and staffing needs; and prepare justifications for department needs. **E**

Advise District staff on transportation-related matters; interpret state and District student transportation laws, policies, and procedures for school personnel, parents, and others. **E**

Provide technical expertise, information, and assistance to the Assistant Superintendent regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop department policies, procedures, and programs to assure an economical, safe, and efficient work environment. **E**

Schedule District rental vehicles and verify District travel requirements are met. **E**

Develop and implement long and short-term plans and activities designed to enhance transportation programs and services. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned services, activities, and operations; operate a computer. **E**

Develop and prepare the annual budget for the department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; and resolve billing issues. **E**

Attend a variety of meetings and workshops to maintain current knowledge of legislation, legal codes, and requirements; conduct and facilitate meetings. **E**

Communicate with other administrators, District personnel, outside organizations, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as to related to Transportation Services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or related field, and five years increasingly responsible transportation operations experience, including two years of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A/B driver's license with a passenger endorsement; unrestricted school bus instructor's certificate; and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, control, and direction of the transportation services, operations, and vehicle maintenance activities of the District.
- Traffic laws, school bus regulations, PUC requirements, applicable Education Codes, and Department of Transportation regulations.
- School bus driver training requirements.
- Budget preparation and control.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer.
- Oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Health and safety regulations.

ABILITY TO:

- Plan, organize, control, and direct the transportation services of the District.
- Operate a computer, district vehicles, and communication equipment.
- Assure the timely and efficient transportation of regular and special education students.
- Teach bus driver classes.
- 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.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.

- Prepare comprehensive narrative and statistical reports, and maintain related logs.
- Supervise and evaluate the performance of assigned staff.
- Meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and outdoor environment; adverse weather conditions; drive a vehicle to conduct work; noise from vehicle operation; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information; dexterity of hands and fingers to operate a computer keyboard and communications equipment; see to read, prepare documents and reports, view a computer monitor, and assure safe operations of district vehicles; sit or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve files or records; kneel or crouch to inspect buses; climb to step in buses; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals; fumes from vehicles and equipment operation; extreme fog.

(Former Classification: Director II, Transportation Services; Manager I, Transportation Services)