

VISTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF TRANSPORTATION

Purpose Statement

The purpose of a Director of Transportation is to direct transportation programs and services; provide information and serve as a resource to others; achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serve as a member of the leadership team.

This job reports to the Assistant Superintendent of Business Services.

Essential Functions

- Assesses incidents, complaints, and/or accidents for the purpose of resolving or recommending a resolution.
- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding the transportation program.
- Communicates with administrators, staff, outside organizations, parents and community members for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles data from a wide variety of sources (e.g. investigations and complaints, transportation budget/expenditures, payroll, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts accident investigations (e.g. reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements and risk management procedures.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Directs transportation department operations, the maintenance of services, and the implementation of new programs and/or processes for the purpose of providing safe and efficient services within established timeframes and in compliance with safety and regulatory requirements and established guidelines.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of complex reports, correspondence, and other materials relating to the district's transportation program for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and providing supporting materials for requested actions.

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- Researches a variety of topics (e.g. new bus routes, bus schedules, new equipment/materials, bus transportation policies, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Responds to a variety of inquiries for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Schedules regular inspections of all buses for the purpose of ensuring compliance with required bus driver reviews of their bus.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations, and laws;
- compiling and analyzing financial and statistical information and data;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including utilizing pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- age appropriate behavior;
- business telephone and email etiquette;
- concepts of grammar, spelling and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- interviewing techniques and practices;
- job-related codes/laws/rules/regulations/policies;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;
- modern office practices and procedures;
- office equipment and technology;
- personnel administration practices;
- principles and practices of accounting/bookkeeping;
- principles and practices of budget management and accounting;
- procedures, practices, methods, and terminology related to school transportation.
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate courses of action;
- communicating with diverse groups and individuals;
- diffusing argumentative behavior;
- displaying tact and courtesy;
- effectively planning, organizing, controlling, and directing the services of assigned department;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- making quick and accurate decisions;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's Degree in job-related area.

Equivalency: Bachelor's degree in business administration, public administration, transportation or related field and five (5) years increasingly responsible transportation operations experience with at least two (2) years in a supervisory capacity. School district or public sector experience is highly desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class C Driver License.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Revised: 12/11/2012
Revised: 03/08/2016
Revised: 08/20/2019

Salary Grade

Classified Management, Range
24