



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DIRECTOR - TRANSPORTATION

### DEFINITION:

Under minimal supervision, this position is responsible for the transportation department including planning, organizing, coordination and supervision of all functions and activities in transportation operations including bus drivers, car drivers, transportation assistants and the mechanic.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Create, plan and coordinate all routes for maximum efficiency and service.
- Assign, direct, and monitor drivers and routes.
- Identify needs and coordinate fill-in or substitute drivers.
- Plan, organize and conduct personnel orientation and in-service training programs for bus drivers, mechanic, and transportation aides.
- Plan, develop and implement policies, guidelines and operational procedures to ensure a cost effective and cost beneficial operational mode.
- Collaborate with SELPA Fiscal Analyst and SELPA Director on the transportation budget.
- Confer with mechanic and transportation personnel regarding unusual or unforeseen problems, and in the development of problem solutions.
- Investigate accidents involving pupil transportation equipment and TCDE owned vehicles and equipment and prepares appropriate reports.
- Collaborate and communicate with TCDE Director of Maintenance and Operations and Assistant Superintendent of Business on fiscal and operational management of TCDE fleet.
- Review, monitor, audit, and evaluate, and supervise the performance of transportation personnel, including mechanical services personnel, and assists them in resolving conflicts and personnel related problems.
- Schedule drug and alcohol testing and maintains records.
- Monitor the fuel use and complete reports on usage.
- Provide documentation and records of students receiving transportation in order to properly invoice districts. Work with budget assistant and fiscal analyst to provide documentation for invoices.
- Participate in the recruitment, selection and assignment of transportation personnel.
- Work with transportation staff and district administrators regarding student discipline issues.
- Monitor all safety requirements from outside agencies.
- Supervise TCDE mechanic staff in all aspects of ensuring successful completion of safety inspections, proper documentation on fleet and buses is properly maintained, data is entered appropriately and invoices are paid in a timely manner.
- Collaborate with SELPA Director and District Administrators on transportation requests.
- Inspect School Pupil Activity Buses and Driver Documents prior to charter departure.
- Respond to emergency roadside service needs.
- Approve supply orders and requisitions. Oversee the maintenance of an appropriate inventory of parts, materials and supplies.
- Supervise and evaluate bus drivers, car drivers, transportation assistants, and mechanic.
- Direct activities necessary to comply with all Department, state, and federal requirements.
- Acts as an information source to the public, personnel, and other interested parties regarding busing policies, procedures, routes, schedules, and other transportation activities.
- Maintain files and documentation for audit purposes and meeting Department, state, and federal requirements.



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- Drive a school bus as needed.
- Perform related duties as assigned.

EDUCATION, LICENCE AND EXPERIENCE REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Equivalent completion of the twelfth (12) grade, supplemented by advanced training or coursework in the organization and supervision of transportation and/or mechanical service programs.
- Four (4) years of experience in a pupil transportation and mechanical service program, including two years in a supervisory capacity.
- Possession of a valid School Bus Driver's Certificate issued by the California Highway Patrol (no restrictions), including passage of a first aid examination is required.
- Possession of a valid California School Bus Driver Instructor Certificate (no restrictions) is desired.

KNOWLEDGE OF:

- Principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program.
- Principles, methods, materials, tools and equipment used in the maintenance and repair of a variety of heavy duty gasoline and diesel powered motorized vehicles and equipment.
- Legal mandates, regulations and guidelines of a pupil transportation and safety program, and pertaining to the repair, overhaul of automotive equipment; including California Highway Patrol and Department of Transportation Rules and Regulations regarding school buses.
- Department policies and procedures, best practices, methods, and techniques of organization, supervision, and the evaluation of personnel performance.
- Computer operations, including word processing and transportation-related software.
- Tehama County roads and freeways
- Safe bus driving practices and techniques
- California driving laws especially involving the transportation of students.

ABILITY TO:

- Maintain confidentiality.
- Effectively and efficiently organize, coordinate and supervise the work of the bus drivers, mechanical service personnel, and transportation aides.
- Maintain records and files, and be able to prepare complete and concise reports.
- Effectively communicate in oral and written form with parents, administrators and the public regarding a variety of aspects of assigned activities.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative organizational, community and working relationships.
- Obtain and/or maintain a valid California School Bus Instructor Certificate.
- Conduct bus driver training and safety programs.
- Operate a school bus over designated routes.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.
- Attend meetings and remain current concerning rules, regulations, policies and laws.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently



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to lift, carry, push, pull, or otherwise move objects.

- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
- Exposure to diesel and chemical fumes, and driving in adverse weather conditions may be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

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Revised: \_\_\_\_\_

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: November 21, 2017