

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISION APPROVED MAY 2014
SALARY SCHEDULE: #85
RANGE: 20.00
CLASSIFIED MANAGEMENT
CODE: 2, 8, 3, 6, 7

TRANSPORTATION MANAGER

DEFINITION

Under the supervision of the Director of Transportation, oversee the operations segment of transportation;

manage activities for dispatchers, planners, trainers and field supervisors to assure operational efficiencies and regulatory compliance;

follow current operational policies and procedures and makes recommendations for new policies and procedures as needed;

do other related work as directed.

EXAMPLES OF DUTIES

Evaluate the work performance of school bus drivers, transportation aides, dispatchers, planners, trainers and field supervisors;

coordinate orientation of office procedures and policies for transportation operations;

may drive a school bus over an assigned route in the transportation of pupils;

respond to vehicle accidents for evaluation and assistance;

organize agendas and conduct meetings;

assure positive communication with school personnel, parents, and others regarding new students, program changes, changes of address, and other information that effects pupil transportation;

maintain continuous contact with transportation lead personnel, and drivers to correct problems and concerns;

oversee the programs of orientation and in-service training;

recommend personnel transactions, including assignments, transfers, demotions, dismissals, and promotions;

manage both home-to-school and extra-trip pupil transportation;

oversee and advise transportation, school, and administrative personnel concerning student behavior management problems;

oversee and review planning records to assure efficient, accurate and timely routes are scheduled to maximize the use of buses, drivers and aides;

provide oversight of the training department to assure effective training of KCSOS drivers as well as providing the proper assistance to school districts in Kern County with regard to driver training.

Assist in the oversight of CNG fueling station operation.

Coordinate marketing techniques to obtain additional customers to the public fueling station. Assure dependable operation.

Oversee dispatch operation and assist with dispatch as needed;

prepare written correspondence for communications and verification of verbal information;

perform related duties and responsibilities as required or assigned.

QUALIFICATIONS

Knowledge of:

Proposed regulatory changes and the effect of such changes toward applicable state laws, safe and proper bus riding procedures, emergency bus evacuation procedures, and carrier requirements;

principles, methods and techniques of organization and supervision, including assigning and reviewing work performance appraisal and discipline;

office policies and procedures;

principles and practices of supervision;

principles and practices of evaluating and reporting;

Ability to:

Effectively use computer programs for record keeping and presentations;

operate a school bus safely and in conformance with applicable state laws;

lift 50lbs., stoop, bend and stand for long periods;

coordinate, with other staff, effective supervision of all employees;

communicate effectively in oral and written form;

adjust to a change in scheduled assignment with relative ease;

supervise and evaluate the functions and activities of assigned transportation employees;

prepare clear and concise reports;

understand and carry out oral and written directions with minimum controls;

establish and maintain cooperative working relationships;

evaluate and recommend beneficial changes for all aspects of pupil transportation.

Experience:

A minimum of five (5) years of experience is required as a public school bus driver;

two (2) years of experience in the transportation industry at a leadership level;

experience as a Certified School Bus driver instructor preferred.

Education:

Must possess a high school diploma.

Graduation from an accredited four-year college or university is preferred.

Conditions of employment:

Possess a valid Class B California Motor Vehicles Operator's license, and a valid California School Bus Driver's Certificate.

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

A pre-placement medical assessment, at office expense, is a condition of appointment after all other required job conditions have been met. The lifting requirement for this position is 50 pounds.

A substance abuse test, at office expense, is required prior to employment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

CP: gs

12/21/15

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