

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED JUNE 2012  
SALARY SCHEDULE: #21  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 3, 6, 7, 8**

**DIRECTOR II – TRANSPORTATION SERVICES**

**DEFINITION**

Under general supervision from the Division Administrator, plan, organize and direct the pupil transportation programs and related services including but not limited to routing, training, dispatching, vehicle repairs, acquisition and related contracted services.

**EXAMPLES OF DUTIES**

Direct the planning and scheduling of Special Education bus routes;

direct daily changes of bus routes through the dispatch center;

direct a “fee for service” vehicle maintenance program;

direct a “fee for service” driver training program;

monitor and direct contracted transportation services;

conduct weekly and monthly staff meetings;

organize and chair the Kern County Transportation Directors Council;

compile quarterly student data and bus mileage reports;

run system calculations for the transportation consortium excess cost formula;

present an annual budget and monitor on an ongoing basis;

make recommendations for service fee schedule adjustments;

write vehicle specifications;

attend various coordinating meetings including Special Education program, IEP's, Superintendent's advisory, etc;

analyze, monitor and make recommendations concerning current and potential legislation;

review accident reports;

evaluate employees;

make recommendations for employment;

implement the process of progressive discipline when necessary;

make early morning decisions concerning the delay or closure of schools due to inclement weather conditions.

## **QUALIFICATIONS**

### Knowledge of:

Knowledge of federal and state laws and regulations concerning transportation for home to school, school activity trips, pre-school and Head Start programs;

federal and state laws and regulations concerning individuals with disabilities and students of special needs when specific to transportation;

standard principles of effective leadership;

currently available technology for use in the pupil transportation industry.

### Ability to:

Ability to direct, lead and maintain a cohesive and productive workforce;

communicate effectively both verbally and in written form;

maintain a balanced budget of income versus expenses within a "fee for service" vehicle maintenance program;

effectively utilize a computer with software programs relative to the operation of a pupil transportation program;

promote a client based philosophy throughout all transportation programs;

make reliable recommendations for effective program changes;

deal with stressful situations in a calm and reassuring manor;

maintain a positive working relationship with numerous state and local agencies such as the California Highway Patrol, CHP Motor Carrier, Department of Motor Vehicles, Department of Education, etc.

### Experience:

Five (5) years of supervisory level experience in the pupil transportation industry.

### Education:

Bachelor's Degree required.

### Certificates:

A non-restricted school bus certificate is desirable;

a California class "B" drivers license;

a school bus driver's instructor certification from the Department of Education is desirable.

### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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 is overtime exempt and has a probationary period of one year.

TS: gs

11/6/15

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