

# La Habra City School District Job Description

## Director of Transportation

### Purpose Statement

The job of Director of Transportation is done for the purpose/s of directing transportation programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Assistant Superintendent of Business Services or designee.

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### Essential Functions

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Assesses incidents, complaints, and/or accidents for the purpose of reaching and/or recommending a resolution.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. complaint investigations, 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 insurance carrier procedures.
- Coordinates student transportation activities with school officials, department heads, and other interested groups or individuals for the purpose of ensuring that district transportation needs are met.
- Directs department operations, the maintenance of services, and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops, etc. 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/or fiscal practices are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. recruiting, interviewing, recommending, training, supervising, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of materials (e.g. maps, transportation budget input, route report, state reporting, etc.) for the purpose of documenting activities and issues, meeting compliance

requirements, providing audit references, and/or providing supporting materials for requested actions.

- Provides job related training opportunities for drivers, bus aides, mechanics, and/or crossing guards for the purpose of ensuring their job success and compliance with legal mandates.
- Researches a variety of topics (e.g. new bus routes, bus schedules, new equipment/materials, bus 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 a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action for efficient resolution.
- Schedules regular inspections of buses for the purpose of ensuring compliance with required bus driver reviews of assigned bus.

## **Minimum Qualifications**

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and analyzing budgets; analyzing data; classifying data and/or information; conducting interviews; conducting meetings; counseling and mentoring employees; enforcing discipline policies; enforcing rules and regulations; estimating required resources; facilitating meetings; interviewing techniques and practices; planning and managing projects; supervising, managing, and leading the functions and activities of a Transportation Department for a school district; demonstrating effective organizational and administrative leadership; reading, interpreting, applying, and explaining rules, regulations, policies, and procedures; and supervising, evaluating and disciplining employees.

**KNOWLEDGE** is required to perform basic math plus algebra and/or geometry for practical applications.; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: California Education Code; California Motor Vehicle Code; Board Policy and collective bargaining agreement applicable to the operation of transportation vehicles in a school district; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operations effectiveness; principles and practices of supervision and training; performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team-building principles and techniques; principles of routing and scheduling buses and students; traffic ordinances of city, county, California Highway Patrol, and state and federal regulations pertaining to student transportation; local streets, boundary lines, and housing development; principles and practices of safe defensive driving rules; principles and methods to operate, dispatch, and schedule buses; resource materials related to instruction and training of drivers and mechanics; principles of maintenance rules and regulations for school buses and other vehicles; and modern office practices and procedures.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related 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 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 requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; implementing and interpreting District policies, Personnel Committee rules, Board policies, and collective bargaining agreements; meeting deadlines and schedules; communicating effectively orally and written using tact and diplomacy; organizing tasks; understanding, carrying out, and giving oral and written instructions; training and instructing others in performance of their duties; preparing reports; establishing and maintaining cooperative, professional, and effective working relationships; operating a computer and using related software; maintaining current knowledge of technological advances in the field of transportation; working independently with minimal supervision; prioritizing workload; maintaining accurate records; and working as part of a team.

## **Physical Standards**

### **Work Environment**

The employee's work environment in this job classification consists mainly of an office environment. Employees may also work on a school bus and in an outdoor environment. Employees may be required to drive a school bus in the absence of any other bus drivers. There is also exposure to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical parts. Positions are subject to constant interruption and severe time constraints and are in direct contact with the public, students and employees. Interactions with these contacts may result in hectic situations. Employees may also work without direct supervision and are responsible for the safety and well being of passengers. The noise levels will range from moderate to loud and employees may have to raise their voice to be heard when working near moving mechanical parts and buses.

### **Physical Demands**

The physical demands of this position include the ability to enter and exit a bus to monitor driver performance and routes; on occasion may be required to assist in loading students, evacuating a bus in an emergency situation, assist students in wheelchairs on the ramp lift, all of which may require the lifting of moderately heavy children and/or objects between 60-100 lbs. in the absence of a regular bus driver. The position also sits for extended periods of time although the employee frequently stands and walks when not driving. Bending at the waist, kneeling or crouching to inspect busses and reaching, pulling and pushing to open bus doors are also activities that are required. The employee will frequently bend at the neck and trunk while performing the duties of this job. Incumbents in this position frequently climb steps to get in and out of the bus and may climb ladders/stairs. The ability to reach with hands and arms overhead, above the shoulders or horizontally is required as is the repetitive use of hands to finger, handle, grasp or feel objects, tools, or controls. Seeing to monitor passengers and operate a vehicle include specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required are hearing and speaking abilities to exchange information, monitor students and communicate via two-way radio.

**Education/Training/Experience**

Any combination equivalent to: EquivalencyAny combination equivalent to: Graduation from high school or equivalency plus two years of college level coursework in business administration, public administration, or transportation. Five (5) years of increasing responsible experience in transportation services including experience in the development and coordination of bus routes and schedules, serving as instructor/trainer, and bus driver. At least two (2) years of the experience must have been in a supervisory or lead capacity.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Commercial DL (Class A or B)  
Passenger Endorsement  
Bus Driver Instructor Certificate desired  
School Bus Driver's Certificate  
First Aid Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses  
Required Safety & Compliance Trainings  
Random Drug and Alcohol Testing

Clearances

DOT Physical  
FMCSA Clearance  
Criminal Background Clearance  
Tuberculosis Clearance  
Drug Test Clearance

Approval Date

September 19, 2023

Salary Range

Supervisory Salary Schedule – Range 67