

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: **Manager, Transportation**

Reports to: Director of Auxiliary Services

Supervises: Transportation Supervisor; Mechanics; Driver Trainers; Bus Monitor; Clerical Personnel; Bus Service Contractors; Dispatcher/Schedulers.

Job Goal: To plan, coordinate and manage the work of the Transportation Department to provide safe and efficient student transportation as required including Fleet Services and coordinate Corporation Yard safety inspections.

Performance Responsibilities:

1. Monitors the Transportation Department budget and gives input to Director.
2. Assures compliance with applicable District, State and Federal regulations.
3. Prepares specifications for types of buses required to meet the District needs and also prepares specifications for other District vehicles.
4. Establishes standards for personnel, interviews applicants, recommends employment and dismissal as needed.
5. Provides direct supervision of all department staff.
6. Evaluates department staff.
7. Oversees the training of all transportation personnel according to District policies and legal requirements.
8. Coordinates all investigations of bus accidents, industrial accidents and assures the proper maintenance of records of all accidents are processed according to policies and regulations.
9. Directs the scheduling and assignment of driver personnel for all department operations.
10. Oversees the Controlled Substance and Alcohol testing program for appropriate District personnel.
11. Consults with District administrations when planning or modifying schedules, routing and other areas involving transportation.
12. Coordinates and monitors the information system for transportation related functions.
13. Maintains a preventative maintenance for District buses and all other District vehicles.
14. Coordinates the Bay Area Air Quality Management regulations for compliance.

Qualifications:

1. Minimum of five years of increasingly responsible supervisory experience in transportation related or similar type of environment; supplemented by several post-secondary vocational courses in transportation management, supervision or related field.
2. Minimum A.A. Degree or equivalent; B.A. Degree preferred.
3. A valid California Drivers License.
4. Ability to plan, organize, evaluate, supervise and direct a school transportation system.
5. Analyze and comprehend transportation planning activities and requirements.
6. Knowledge of safety rules, regulations and safe driving practices.
7. Ability to deal with high stress situations in a calm and tactful manner.
8. Knowledge of provisions of the California Motor Vehicle Code, the Education Code, and other regulations applicable to operation of vehicles used to transporting students.
9. Ability to plan, organize, and schedule activities in conjunction with established timelines.
10. Ability to maintain accurate and current records and files.
11. Ability to understand and carry out oral and written instructions.
12. Ability to meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships.
13. Ability to relate with others effectively.
14. Knowledge and use of computer hardware/software.

Terms of Employment:

Salary Placement: Appropriate level and step of Administrative Salary Schedule
Work Year: 226 days

Evaluation: Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.