

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: **MANAGER OF TRANSPORTATION**
Employment Category: **Management/Supervisory**

Salary Range: 25
FLSA Designation: Exempt

Job Summary:

Under direction, manages, supervises and coordinates the District transportation program to provide safe bus service to students: to include providing the direction to all transportation employees; ensuring fiscal accountability and cost effectiveness; and, compliance with District, State and Federal requirements.

Essential Job Functions:

- **Acquires** and maintains educational resources for the purpose of ensuring compliance with current rules and regulations.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Manages** and oversees the transportation bus services for the purpose of ensuring safe, reliable, and efficient transportation.
- **Manages** and oversees bus drivers for the purpose of providing safe and efficient transportation of students.
- **Manages** and oversees route management and scheduling for the purpose of ensuring optimal route utilization and management of resources.
- **Manages** and organizes budget and resources for the purpose of ensuring adequate inventory of supplies and equipment necessary for the efficient operation of department.
- **Performs** long and short term planning and development for the purpose of ensuring future requirements of the department (e.g. personnel, supplies, operations, boundary changes, etc.) are met.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.
- **Supervises** personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, firing, problem identification and resolution.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects, operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic math calculations. Skill to operate school buses and vans in a safe manner, evaluate schedules and meet deadlines, plan and organize activities. Knowledge of vehicle operation, basic maintenance requirements and driving codes, training requirements. Ability to work independently, make common sense decisions in potentially critical situations.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving);. Other Hazards: Mechanical=Inspecting buses. Burns=Inspecting engines. Other Hazards=Slips, uneven surfaces. Other Atmospheric Hazards: Fumes=Buses. Gases=Fuel. Dust=dirt in shop area.
- **Education and Training Required:** Bachelors Degree in Public Administration, Business Management or related field and four (4) years increasingly responsible experience in transportation management which included two (2) years of supervisory experience; OR, Associate of Arts Degree in Public Administration, Business Management or related field and six (6) years increasingly responsible experience in transportation management which included two (2) years of supervisory experience; OR, eight (8) years increasingly responsible experience in transportation management which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Drug Testing Clearance.
 - Tuberculosis clearance.
 - Valid California Drivers License.
 - Structured testing process in order to establish eligibility list.

Personnel Commission: 03/14/00
Board of Education: 03/21/00
Salary Modification: 07/01/00
Personnel Commission: 01/26/06