



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**DIRECTOR - TRANSPORTATION**

**DEPARTMENT/SITE:** Transportation

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** 31

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Deputy Superintendent

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Deputy Superintendent, the Director of Transportation supports the educational process with specific responsibility for 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. The incumbent in this classification provides the school community with student transportation services which directly support student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- 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) to implement and/or maintain services and programs.
- Compiles data from a wide variety of sources (e.g., investigating complaints, transportation budget expenditures, payroll) to analyze issues, ensure compliance with organization policies and procedures, and/or monitor program components.
- Conducts accident investigations (e.g., reviews events, prepares and submits accident reports) to comply with legal requirements and insurance carrier procedures.
- Conducts classroom and behind-the-wheel bus driver training, as needed, to present, reinforce and/or develop Bus Driver skills including State Department of Education requirements; conducts regular in-service safety training meetings, as needed, to inform Bus Drivers of changes in laws, regulations, and procedures.
- Coordinates student transportation activities with school officials, department heads and other interested groups or individuals to ensure that District transportation needs are met.
- Directs and oversees Transportation Department operations, the maintenance of services, and the implementation of new programs and/or processes to provide services within established timeframes and in compliance with related requirements.
- Monitors budget allocations, expenditures, fund balances, and related financial activities to ensure

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 new hires, training, supervising, evaluating) to maintain necessary staffing, enhance productivity of staff, and ensure necessary departmental program outcomes are achieved.
- Prepares a wide variety of materials (e.g., maps, transportation budget input, route reports, state reporting) to document activities and issues, meet compliance requirements, provide audit references, and/or provides supporting materials for requested actions.
- Researches a variety of topics (e.g., new bus routes, bus schedules, new equipment, materials, bus policies) to develop new programs/services, ensure program compliance with established requirements, secure general information and/or respond to requests.
- Responds to a variety of inquiries to identify the relevant issues and recommend or implement a plan of action that will efficiently resolve the issue.
- Supervises the development of a comprehensive vehicle maintenance program and systems for school buses and other vehicles to ensure the safety and repair of District vehicles.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Proper operations of school buses and school transportation vehicles
- Safe and defensive driving methods and techniques
- All applicable provisions of the California Vehicle Code, California Code of Regulations, and Education Code relating to student transportation
- Methods and procedures used in the instruction of Bus Drivers in all phases of classroom, First Aid, and behind the wheel training as outlined in the instructor's manual for California Bus Drivers' Training Course
- Principles of training and providing work direction
- Basic maintenance requirements
- District geographic areas
- Appropriate Health and Safety regulations, safety precautions and procedures
- Standard first aid procedures
- Proper lifting techniques
- Record-keeping and report preparation techniques
- Budget management and accounting
- Personnel processes including hiring, training, evaluating, and disciplining

### **Skills and Abilities to:**

- Operate school buses and school transportation vehicles in a safe manner
- Communicate clearly and concisely in both oral and written forms
- Evaluate schedules and meet deadlines

- Plan and organize activities and projects
- Administer first aid
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Prepare and maintain records and reports
- Use English in both written and verbal form
- Use standard office equipment; operate computer and applicable software
- Plan classes, events, renewal classes and in-service safety training and set annual calendar
- Communicate with State agencies governing school bus driving
- Establish and maintain cooperative working relationships with staff, students and the public
- Create safe environment for students
- Understand and carry out oral and written instructions
- Work independently
- Independently solve problems, analyze issues, and create action plans
- Make quick and accurate decisions
- Make common sense decisions in potentially critical situations
- Apply integrity and trust in all situations
- Maintain confidentiality of student and staff records
- Learn District organization, operations, procedures, policies, objectives and goals

### **RESPONSIBILITY:**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives: managing a department; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Graduation from high school or equivalency required and course-level trainings in transportation. Bachelor's degree in a related field is preferred.

### **EXPERIENCE REQUIRED:**

Five (5) years of increasingly responsible transportation experience, which includes two years of supervisory experience in transportation management.

### **LICENSE(S) REQUIRED:**

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report.
- Valid California Special Driver's Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)

Possession of, or ability and qualifications to obtain the Certificate(s) listed below within 12 months of appointment and failure to do so will result in termination.

- Valid School Bus Driver Instructor's Certificate preferred

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver's License through District's provider at District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time
- Lift or carry students or items up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to instruct Bus Drivers, to see streets, roadways, and traffic, and to supervise students
- Drives a school transportation vehicle