

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Transportation Manager

QUALIFICATIONS

- EDUCATION: B.A. or B.S. Degree or the equivalent experience in business administration, or a closely related field.
- EXPERIENCE: Five years of responsible experience in traffic and transportation work, including two years of experience in a supervisory capacity.
- ABILITY TO: Required Plan, organize, coordinate, and supervise the operations of a transportation system and the work of subordinates; estimate and requisition supplies and equipment needed; maintain accurate and current records of operations and cost; prepare and submit reports; establish and maintain cooperative working relationships with the public and district personnel.
- LICENSES: Possess an appropriate California Driver's License issued by the State Department of Motor Vehicles.
- PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Director I, Transportation, plan, organize and oversee the operations of the District's Transportation Training, Recruitment, and District Vehicle Maintenance Programs.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Transportation Manager's job performance will be as follows:

1. Assistance with planning, implementing, and overseeing a bus driver recruitment program will have been effectively accomplished.
2. The implementation and management of the bus driver training and safety programs will have been effectively planned and developed.
3. Communications with the Director I, Transportation pertaining to transportation will have been effectively managed, coordinated, and evaluated.
4. A high level of awareness regarding all laws, regulations, statutes, rules, and policies affecting the District in the area of transportation services will have been capably maintained and the information accurately interpreted.

5. The requisitioning and purchasing of transportation supplies and equipment will have been appropriately coordinated.
6. Regularly scheduled meetings of transportation personnel will have been effectively coordinated.
7. Management efforts in employer/employee relations will have been competently supported.
8. Training of support personnel in transportation will have been completed in a satisfactory manner.
9. The repair of all district-owned vehicles and plans for preventive maintenance will have been effectively managed and monitored.
10. Assistance in the annual budget and requests for transportation supplies and equipment will have been completed.
11. Assigned personnel will have been adequately supervised and appropriately evaluated.
12. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
13. Active and consistent efforts will have been made to maintain or improve the external and internal image of the District, its divisions, and its schools.
14. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
15. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
16. Other duties assigned by the supervisor will have been effectively accomplished.