

CHICO UNIFIED SCHOOL DISTRICT

TRANSPORTATION MANAGER

PURPOSE

Directs pupil transportation operations through a team of drivers, mechanics, and clerical support. Ensures increasing levels of customer and employee satisfaction while improving the efficiency of the team and the transportation fleet.

Knows, understands, supports, and communicates the relationship of the Transportation Department to the mission of the Chico Unified School District. The priorities of this position are:

1. Transportation Operations
2. Employee Relations
3. Process Improvement
4. Problem Resolution

ESSENTIAL DUTIES

- Plans, organizes, coordinates, prioritizes, and supervises the functions of the day-to-day transportation operation; driver training of transportation personnel; school bus safety program; and maintenance and repair of the District motorized equipment.
- Manages compliance with state and federal regulations as well as District policy and procedure.
- Provides leadership for employee relations through effective communications and coaching.
- Provides leadership for problem resolution to facilitate improved working relationships and delivery of services.
- Provides leadership through an annual planning cycle.
- Reviews, monitors and audits bus routing, pupil transportation schedules, and motorized equipment repair and replacement to ensure adherence to cost effective operations and the appropriate utilization of personnel and equipment.
- Confers with and advises site and District personnel and the educational community regarding pupil transportation services, related problems, issues and concerns.
- Participates in budget planning process and in the development, implementation and maintenance of expenditure control procedures.
- Investigates accidents involving pupil transportation equipment and District-owned vehicles and equipment and prepares appropriate evaluation reports.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge:

- Principles and practices of administration, including office and personnel management and budgetary practices.
- Basic principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program.
- Legal mandates, policies, regulations and guidelines of a comprehensive pupil transportation and safety program
- Leadership: a demonstrated ability to lead people and get results through others.
- Short- and long-term planning ability
- Measurement of performance to department goals and standards and establishment of targets for improvements in safety, quality, cost, delivery of services, and employee relations.
- Management: the ability to organize and manage multiple priorities.
- Employee training and development.

- Quality orientation and attention to detail.
- Problem analysis and problem resolution.
- Excellent interpersonal and communication skills.
- High performance teams and a strong team player.
- Computer/software: VersaTrans or other route planning software; Intermediate level MS Word, Excel,

Ability to:

- Establish and maintain the cooperative and effective relationships with those contacted in the course of work.
- Evaluate specifications of work rules, procedures, routes and schedules and to maximize efficiency.
- Multitask in a distracting environment.
- Make moderate to complex decisions that have a major impact on the department and/or its customers.
- Identify and access appropriate alternative funding sources.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of progressively responsible supervisory experience.
Two years transportation industry experience required.

Education:

Bachelor's Degree in related field or equivalent combination of education and experience.

License and Certificate Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

- Use safety equipment designated for this position.
- Ability to sit, stand, walk, kneel, stoop, reach and twist
- Exposure to cold, heat, noise, vibration, chemicals and mechanical hazards.
- Ability to work in a standard office environment.