

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: **MANAGER, TRANSPORTATION**

WORK YEAR: **12 Months**

VACATION: **27 Days**

SALARY: **Range 10**

REPORTS TO: **Associate Superintendent Business & Governmental Relations**

BASIC FUNCTION:

Under direction of an assigned supervisor plan, organize, direct, staff, and manage the transportation programs of the District including coordinating with school principals and administrators, and assigned areas of pupil transportation to provide safe, efficient home-to-school and special event transportation for regular and special education students of the District; direct and coordinate the Rideshare Program of the District.

REPRESENTATIVE DUTIES:

Plan, organize, staff, direct and manage the District transportation program.

Administer the Transportation Contract; Prepare specifications, evaluate bids, recommend awards, and negotiate transportation contracts.

Coordinate training of bus drivers with the Pupil Transportation Contractor to insure compliance with District policies.

Investigate and follow up on bus accidents, and prepare and submit reports to the Superintendent and Assistant Superintendents.

Develop and implement policies and programs covering all aspects of pupil transportation.

Prepare or direct the preparation of budgets, reports, surveys, and statistical analysis.

Exercise fiscal control of the transportation department.

Evaluate and counsel employees and recommend personnel actions.

Consult with District management personnel, school community, and the Pupil Transportation Contractor regarding services provided by the district.

Coordinate with the city engineers, other agencies, and school managers in providing safe walking routes to school.

Manage the operation of the Edulog Computerized Transportation system including coordinating the routing and scheduling of buses with the Contractor.

Update and maintain the District master street and master stop index including coordinating boundaries with the Deputy Superintendent, determining or verifying distances and making recommendations on pupil transportation issues.

Communicate transportation concerns with parents, staff, and community representatives to assure student safety, positive student behavior, and positive school community relations for the pupil transportation program; coordinate the pupil transportation discipline program.

Coordinate the safe, efficient use of transportation resources by coordinating load counts, reviewing discipline reports, conducting driver and route evaluations and overseeing contract operations.

Develop and implement the District's Rideshare Program in accordance with the requirements of the South Coast Air Quality management District; develop and administer the rideshare budget.

Coordinate the activities of the District's Employee Transportation Coordinators.

Coordinate the maintenance and use of the district's rideshare vehicles.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principals and methods of modern public and business administration and management.

Objectives and operating techniques of a school district.

Office management principles and practices.

Basic financial procedures.

Personnel administration and management.

Laws regulating pupil transportation.

ABILITY TO:

Plan, organize, and direct District pupil transportation.

Analyze situations accurately and adopt effective courses of action.

Prepare clear and comprehensive reports.

Communicate effectively both orally and in writing.

Supervise and train assigned personnel.

Establish and maintain effective relationships with other departments, parents, community, school administrators and Pupil Transportation Contract personnel.

Transportation Manager

Established 02/96

Modified 7/2009

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or related field and three years supervisory experience in a management position related to transportation.

LICENSES AND OTHER REQUIREMENTS:

Maintain current certification as a Senior Employee Transportation Coordinator.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and provide work direction.

Seeing to monitor transportation operations and read budgets, reports, surveys and related materials.

Dexterity of hands and fingers to operate a computer keyboard and district vehicles.