

Solano County
Office of Education

JOB TITLE: Transportation Manager

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To plan, direct, and coordinate the operations of the Transportation Department for the County Office of Education; to supervise departmental employees, and to maintain a fleet of school buses in good repair and acceptable operating condition.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid School Bus Drivers Type I Certificate.
- Possession of a valid California State Class 2 License.
- Possession of certification of successful completion of prescribed course for California State School Bus Driver Instructors.
- Knowledge of provisions of the State of California Education Code, Administrative Code, Vehicle Code, and interpretations thereof by the Highway Patrol, California School Accounting Manual, and regulations and laws relating to pupil transportation in the State of California.
- Knowledge of safe routes of travel throughout the district.
- Knowledge of the principles of safe driving.
- Knowledge of preventive maintenance procedures for all departmental vehicles.
- Knowledge of heavy-duty equipment repair and parts procurement.
- Ability to pass a valid first aid examination prepared by the California Department of Education.
- Ability to drive a school bus/vehicle safely and efficiently.
- Ability to supervise others.
- Ability to prioritize transportation requests and make appropriate assignments.
- Ability to communicate effectively and tactfully with county administrators, teachers, parents, and the general public.

- Ability to maintain a variety of accurate and complete records and to prepare reports.
- Ability to establish and maintain effective work relationships with all those contacted in the course of work.

This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

ESSENTIAL DUTIES

- Plans, directs, and coordinates the preparation, scheduling, routing, and availability of buses and drivers.
- Plans, implements, and supervises the maintenance (both scheduled and emergency) of all departmental vehicles to ensure operational safety.
- Teaches state-required course for beginning drivers that includes instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passengers, and community relations.
- Supervises and evaluates departmental personnel.
- Establishes and maintains various records such as time cards, maintenance schedules, etc., and prepares reports as necessary.
- Maintains records on drivers, types of vehicles in use, license renewal dates, driving records, physicals, etc.
- Maintains records of operational costs.
- Monitors radio contact with buses on routes.
- Supervises and/or conducts in-service and driver training programs, as well as incident and accident investigations.
- Reviews and recommends policy, procedures, and personnel changes including employee selection, discipline, promotion, and terminations.
- Acts as information source and district representative to parents and the general public in matters related to pupil transportation.
- Assigns substitute bus drivers, and on occasion, drives school bus when necessary.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.

MARGINAL DUTIES

- Determines the needs and orders the purchase of all departmental supplies, equipment, and materials.
- Performs minor service to vehicles as necessary.
- Performs related duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

Employees in this classification supervise bus drivers, clerical staff, and any other staff assigned to the department.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (20%) Walking (10%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (3) Overhead (2) Squatting (2)

Climbing Stairs (4) Climbing Ladders (2)