



Leadership • Collaboration • Support

**JOB TITLE: Transportation and Custodial Manager Classified**

**Managers Salary Schedule, Range 11**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Provides leadership, direction, and coordination of the logistics and operations of the custodians and Transportation Department for the County Office of Education; Supervises departmental employees and maintains a fleet of school buses in good repair and acceptable operating condition.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Possession of a valid California State Class 2 License.
- Ability to obtain a valid School Bus Drivers Type I Certificate.
- Ability to obtain the appropriate certification to teach state-required course for beginning drivers that includes instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, and community relations
- Knowledge of provisions of the State of California Education Code, Administrative Code, Vehicle Code, and interpretations thereof by the Highway Patrol, and regulations and laws relating to pupil transportation in the State of California.
- Knowledge of the principles of safe driving.
- Knowledge of preventive maintenance procedures for all departmental vehicles.
- Knowledge of custodial tools and techniques, including the application and use of cleaning agents.
- Knowledge of the proper handling and disposal of hazardous materials.
- Ability to supervise, coordinate, and evaluate the work of others.
- Ability to procure heavy-duty equipment repair and parts.
- Ability to develop safe routes of travel throughout the county and region.
- Ability to obtain California State School Bus Driver's Instructor Certification.

- 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 with county administrators, teachers, parents, and the general public.
- Ability to maintain a variety of accurate and complete records and prepare reports.
- Ability to establish and maintain effective working relationships
- 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.
- Evaluates supplies, equipment and operational logistics to determine existing and future needs and requirements of personnel, equipment and supplies.
- Supervises and evaluates departmental personnel.
- Establishes and maintains various records such as timecards, 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.
- Provides training on custodial equipment.
- 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.
- Inspects facilities to determine cleanliness and custodial needs.
- Provides oversight used in operating equipment and Occupational Safety and Health Administration (OSHA) rules.
- 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 pulling Loads (3)                      Reaching overhead (2)                      Kneeling or squatting (2)

Climbing Stairs (4)                      Climbing Ladders (2)