

TRANSPORTATION SERVICES COORDINATOR

Primary Function

~~Under direction, performs work of considerable difficulty supervising vehicle and school bus maintenance and repair.~~ Oversees and supports the administrative and operational functions of the Transportation Department including the Driver Training program, dispatching and route/trip development and scheduling.

Directly Responsible To

Director, ~~Maintenance, Operations and Facilities~~ Facilities, Operations, and Resource Conservation

Supervision

~~Transportation Router/Dispatcher~~
~~School Bus Driver Trainer~~
School Bus Driver Trainer/Dispatcher
~~Transportation Shop staff~~
Office staff

Major Responsibilities

1. Responsible for the general oversight and supervision of ~~all~~ transportation operations including, but not limited to ~~vehicle/bus maintenance~~, driver recruitment and training, dispatching ~~and parent paid busing~~.
2. ~~Directly responsible for the repair and maintenance of bus fleet and vehicle inventory.~~
3. ~~Directly responsible Transportation Department facilities management including maintaining compliance with California Administrative Code, Title 13 as well as all other applicable laws and regulations including those related to hazardous materials storage, handling and disposal.~~
4. Assists in the development of policies and procedures to ensure that the transportation section is providing safe, efficient and economical services in conformance with established Board of Education, State and Federal guidelines.
5. Oversees the continual collection of data and preparation of reports related to ~~vehicle maintenance~~, safety, personnel, ~~shop activity~~, purchases and requisitions, ~~consent decree evaluative criteria~~ and student transportation.
6. Conducts personnel evaluations for classified staff in office, ~~and shop and~~ subordinate managers, and reviews personnel evaluations of school bus drivers.
7. Assists in the preparation of Transportation Department budget.
8. Provides general oversight and technical review of routing, scheduling, field verification and revisions to school bus services.

9. ~~Maintains and oversees the Storm Water Pollution Prevention Program (SWPPP) for the Central Services Complex.~~
10. As directed, may meet with representatives of other jurisdictions and governmental agencies on issues related to student transportation.
11. Works closely with subordinate managers, school administrators, parents and staff in the resolution of operational and service problems, student discipline, student ride times, bell schedules and trips.
12. ~~Monitors transportation budgets and expenditures and advises superiors of potential fiscal concerns and program needs.~~
13. As directed, may act as a liaison between the California Highway Patrol and the State Department of Transportation.
14. Oversees the department's alcohol and drug testing program.
15. Attends job related meetings and activities, and performs additional duties assigned by the Director, Maintenance, Operations and Facilities ~~Facilities, Operations, and Resource Conservation~~.
16. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. ~~Knowledge of current technologies, tools, equipment, methods and practices required for maintaining a large fleet of school buses and a diverse vehicle inventory.~~
2. Knowledge of effective school bus routing (~~including~~ computerized routing), scheduling, driver recruitment and training.
3. Knowledge of laws, regulations, Board policies and procedures related to school bus driver training and Special Education transportation.
4. Knowledge of the California Motor Vehicle Code, Highway Patrol laws and the State Department of Education Codes applicable to the operation of transporting students.
5. Knowledge of the occupational hazards and specific safety concerns related to School Bus Drivers ~~and Automotive Mechanics~~.
6. Ability to consistently exhibit high level leadership skills including tolerance, tact, diplomacy, fairness and composure even during periods of high stress and distraction.
7. Knowledge of the principles and practices of effective supervision.
8. Skill in planning, assigning, coordinating, supervising and inspecting the work of subordinates.
9. ~~Skill in the care and use of the standard tools and equipment of the trade and of the operation of the machines and equipment used in testing, repairing and adjusting engines and parts.~~
10. Skill in effectively coordinating the operation of a school transportation system.
11. Skill in dealing effectively with emergency situations which impede the efficiency of the transportation system and taking appropriate course of action.
12. Ability to communicate effectively both orally and in writing.
13. Skill in using a personal computer.

14. Skill in preparing complicated reports.
15. Skill in establishing and maintaining effective, high quality working relationships with others.
16. Skill in developing a close, efficient and highly motivated Transportation administrative team.

Education, Training and Experience

1. Completion of college-level coursework in management and supervisory practices.
2. ~~Progressively responsible supervisory experience managing a large bus or vehicle maintenance and repair operation; or an equivalent combination of training and experience.~~
3. Supervisory training or experience related to managing large transportation programs.
4. Possession of a valid California Driver's License.
5. Ability to secure a commercial class B California Driver's License.

Working Conditions

1. Office environment and driving a vehicle to conduct work.
2. Fast-paced work, short timelines, frequently changing priorities and assignments.
3. Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing information and make presentations; seeing to read and write reports; lifting light objects.

Range 12 – DMA salary Schedule
(261 days, includes 24 vacation days and 13 holidays)