

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-3504**

**JOB TITLE:** *Transportation Manager*  
**WORK YEAR:** *260-day*

**JOB DESCRIPTION:** *Under the general direction of the Transportation Supervisor to plan, organize and direct the operations of the transportation program; and to schedule and supervise the work and participate in training of transportation staff. This position will be responsible to coordinate, manage, and perform other job related duties as assigned. Incumbents may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings. This position requires clear, concise, and professional communications with the public, employees, and various agencies. Persons employed in this position must also demonstrate initiative, tact, patience, good judgment, and confidentiality.*

**REPRESENTATIVE DUTIES:** *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

- Provide leadership and supervision for transportation personnel regarding methods and procedures of work, supply, and equipment requirements and operational issues. **(E)**
  - Organize, and direct the activities of the transportation department, dispatching buses and other passenger equipment. **(E)**
  - Coordinate, implement, assign, and supervise the District transportation activities **(E)**
  - Evaluate transportation personnel. **(E)**
  - Prepare bus routes and schedules for approval and assignment on the basis of labor contract provisions. **(E)**
  - 6. Recommend transportation zones after studying traffic conditions, distances from schools and other pertinent factors. **(E)**
  - 7. Participate in development of operational budget, prepares departmental requests. **(E)**
  - Provide, assist, and direct the training of new employees in the proper methods of operating school transportation fleet, including all licensing requirements. **(E)**
  - Organize, and conduct if needed, training programs for transportation personnel. **(E)**
- Process complaints and requests for information from parents and community pertaining the Districts transportation rules and regulations. **(E)**
- Oversee and arrange time schedules to ensure all work is complete and in order. **(E)**

- Review daily/weekly schedules and progress reports and equipment logs. **(E)**
- Requisition needed supplies, materials, and equipment. **(E)**
- Assist in maintenance of accurate records and cost data, and prepare reports as may be required and requested. **(E)**
- Attend and participate in Board of Education, staff, governmental agency, and community meetings as required. **(E)**
- Operate district vehicles. **(E)** Performs complex clerical work.
- Performs complex arithmetical operations.
- Serves as a member of the District's Safety Committee.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** 1. Knowledge of:

- \*Legal mandates, policies, regulations, principles, materials, methods, techniques, operational procedures and strategies pertaining to transportation.
- \*Safety rules, practices, and operations of public transportation fleet management.
- \*Basic budget control and cost development.
- \*Practices, procedures, techniques and strategies for determining operational effectiveness;
- \*Practices, procedures and trends of management, organization and supervision.
- \*Use of computer hardware/software.

2. Ability to:

- \*Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of district/department goals.
- \*Plan, coordinate, and direct the work of others effectively.
- \*Understand, interpret and apply laws, rules, and regulations as they apply to the district.
- \*Develop and implement training programs, and to ensure safe and timely operation of transportation fleet.

- \*Prepare clear and concise reports, manuals, and written instructions.
- \*Plan, organize, and coordinate work with necessary district staff.
- \*Communicate clearly and concisely, both orally and in writing.
- \*Prepare and maintain a department budget.
- \*Establish and maintain effective working relationships with those contacted in the course of work.
- \*Read, write, and speak correct English.

**PHYSICAL**

- **Standing/Walking:** Occasionally; indoors/outdoors on all types of terrain for short distances during shift.
- **Sitting:** Constantly; while driving; bus driver subject to some jarring/bouncing/vibration.
- **Lift/Carry:** Occasionally, 10-15 lbs.; paperwork, tools, equipment. Drivers are required to lift carry 50 lbs. in the event of emergencies to assist students.

- **Push/Pull:** Frequently, to open and close a manually operated bus entrance door with right arm/hand a force of 10-25 lbs., although air assisted door closures are present on many buses.
- **Climbing:** Occasionally; steps while stepping into vehicles. Must be able to climb and descend steps with a max. step height of 17½". Must be able to exit from an emergency door opening of 24" x 48", at least 42" from the ground.
- **Bending/Twisting:** Constantly; at waist/neck laterally while driving.
- **Kneeling/Crouching:** Occasionally; while inspecting vehicle or in emergency evacuation of vehicle.
- **Hands/Arms:** Constant use of both hands/arms while reaching/handling/grasping/gripping steering wheel. Requires shoulder involvement in turning steering wheel. Above shoulder reaching is required to clean bus.
- **Sight:** Constantly; visual acuity to meet California State visual requirements with the ability to distinguish colors red, green, and yellow.
- **Speech/Hearing:** Constantly; Drivers requiring a hearing aid shall wear such properly operating aid at all times while driving.
- **Other Physical Demands:** Foot: operate two foot controls (if bus is not automatic)simultaneously and quickly. Depress brake pedal with the foot to a pressure of at least 90 lbs. Depress the clutch pedal with the foot to a pressure of at least 40 lbs. unless operating an automatic transmission.

## **MENTAL**

- Good verbal communication skills are required in routing exchanges of information, communicating with students, and in giving/receiving instructions. Drivers are responsible for student supervision during driving times.
- Good written communication is required while completing logs, processing vehicle inspection reports.
- Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
- Punctuality and ability to pace activity to meet tight time schedules. Knowledge of student behavioral management techniques and ability to control large groups of students. Must be able to read/write/speak English to understand basic instructions, MSDS guidelines, and memos; and possess basic mathematical skills.
- Concentration, alertness, attention to detail is necessary while monitoring routine processes and operating motor vehicles.
- Must have good reasoning skills to be able to apply established procedures effectively and safely.

## **WORK CONDITIONS:**

- **Location:** Work is performed inside in vehicle 80% of the time.
- **Hazards:** Driving in all weather conditions with traffic hazards to moving objects/vehicles, gasoline/diesel odors/fumes/gasses, slippery surfaces, and noise. Other hazards are students' misbehaviors, stresses from driving while maintaining control of students.
- **Equipment Used:** Various school buses, vehicle cleaning/washing equipment.

## **Employment Standards**

- 3. Any combination of education, training, and experience equivalent to graduation from college with specialization in school bus driver training and scheduling. Additional training in management and supervision is desirable.
- 4. Five years experience involving public transportation systems.
- Certification as a Certified School Bus Driver by the State of California, California Highway Patrol.
- Certification as a Shop Foreman and/or School Bus Driver Instructor.
- 7. Valid California driver's license, with proof of auto insurance.
- 8. Private transportation.
- 1. CPR and First Aid Certifications

**SALARY:** Placement on the Classified Management Salary Schedule  
Range 10

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Board Approved: 12/14/2022**