



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

## TRANSPORTATION/GARAGE MANAGER

### DEFINITION:

Under the general direction of the Senior Director of Risk Management and Transportation, plans, organizes, directs and evaluates the programs, activities, budgets and personnel of the District's student transportation program and the repair of all District buses and vehicles; provides expert professional advice and guidance to District administration on student transportation and garage matters. The incumbent is responsible for developing and implementing short and long range plans and strategies for meeting the District's goals and objectives for the student transportation and garage program. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines; performs related duties as assigned.

### ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

- Leads, plans, organizes, controls, integrates and evaluates the work of the Transportation and Garage Departments with subordinate staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
- With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
- Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.
- Develops, implements and administers comprehensive transportation and garage programs, policies, procedures and guidelines consistent with state and federal requirements, Board rules and guidelines and sound professional principles and practices; confers with and coordinates the implementation of the program, policies and practices with District departments and school sites; provides expert advice to administrators, managers and staff on a wide range of transportation issues and practices; provides internal consulting on a variety of complex, sensitive and confidential organizational and transportation issues; manages, directs and participates in the development of District-wide transportation policies and procedures; ensures that all District policies related to student transportation are in compliance with state and federal rules and regulations.
- Plans, organizes and directs the District's transportation and garage program; ensures buses and other automotive equipment comply with federal and California Highway Patrol motor vehicle safety and environmental standards and regulations; develops and directs preventive maintenance programs and ensures school buses and other district service vehicles and equipment are in proper operating

condition; coordinates programs requiring the use of district vehicles with principals, administrators, department heads and other District personnel.

- Directs the design and adjustment of student transportation routes and schedules; ensures proper distribution of schedules and routes to schools, parents and newspapers; directs the assignment and dispatch of buses for regular, special needs, special programs and field trips; plans and directs the assignment of non-driving duties to bus drivers during non-driving times.
- Provides policy guidance and advice to the Board; recommends amendments to transportation policies, guidelines and rules to ensure the efficiency of the student transportation program; confers with and counsels administrators, managers, staff and parents on transportation program rules and regulations and other transportation management issues.
- Receives, researches and resolves a variety of complaints, questions, requests or issues from District personnel, parents and the public including safety, routing, discipline, theft, maintenance and scheduling issues; meets regularly with District administrators, staff, school site personnel, parents, vendors and concerned citizens to deal with transportation issues.
- Monitors developments in areas of responsibility; analyzes proposed state and federal law, regulations and court decisions for their impact on District practices and operations; recommends and implements policies and procedure changes consistent with requirements; directs or conducts research and analysis of student transportation and garage needs, recommends appropriate actions and implements programs and policies.
- Plans, develops, implements and manages the departments' budgets; reviews, analyzes and approves budget requests; maintains control over expenditures.
- Participates in a variety of District committees to represent the transportation and garage programs and ensures that the District's transportation and garage needs are met in an efficient and safe manner.
- Prepares and maintains a variety of records and reports related to accidents, costs, legal compliance, personnel, certifications and registration, hazardous materials, pupil counts, budgets and inventories; utilizes a personal computer to input, maintain and generate numerous records and reports.
- Oversee the investigation of accidents involving District vehicles and students and prepares necessary reports and documentation in a timely manner.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- School transportation operations involving the use of a large number and variety of vehicles.
- Methods, practices, equipment and supplies used in a vehicle maintenance program.
- Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
- Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
- Applicable federal, state and District programs, laws, regulations, policies and practices.
- Research methods and analysis techniques.
- Safe work practices and safety equipment related to the work.
- Computer software applications related to the work.
- Principles and practices of sound business communications.
- Principles and practices of effective management and supervision.
- District classified human resources policies and procedures and labor contract provisions.

### ABILITY TO:

- Plan, organize, integrate and direct a large school district transportation program and operation.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
- Analyze and make sound recommendations on complex management and administrative issues.
- Present proposals and recommendations clearly and logically in public meetings.
- Represent the District effectively in negotiations.
- Develop and implement appropriate procedures and controls.

- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively orally and in writing.
- Operate a computer and standard business software.
- Organize, set priorities and exercise sound independent judgment within general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive confidential and complex issues and situations.
- Establish and maintain effective working relationships with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, parents, the public, and others encountered in the course of work.

## **EXPERIENCE AND EDUCATION:**

### EXPERIENCE:

Four years of experience in a pupil transportation program, including four years in a progressively supervisory capacity with knowledge and ability to manage a large school transportation operation.

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental advanced training or coursework in the subject area and/or supervision of a transportation program is desirable.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- A valid California Motor Vehicle Operator's Driver's License Class **B** with air brake, passenger, and school bus endorsement.
- Possession of a School Bus Driver's Certificate issued by the California Highway Patrol.
- Possession of a current First Aid Certificate issued by the American Red Cross or American Heart Association.
- Incumbents are required to pass a Department of Transportation biannual physical examination, possession of a California State Department of Education Driver Instructor Certificate **or** the obtaining of the California State Department of Education Driver Instructor Certificate within one year of employment.
- Insurability by the District's liability insurance carrier.

## **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- Will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to ascend and descend a step ladder, stairs, scaffolding, and ramps.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information.
- Must possess the manual dexterity to operate business-related equipment and hand tools, and to handle and work with various objects and materials.
- May be exposed to hot, cold, wet, humid, or windy conditions, caused by weather.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Revision Date: 6/6/2014**

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RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**