

**MORGAN HILL UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**Director of Transportation**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

The Director of Transportation is under the general direction of the Deputy Superintendent/Business Services, supervises the day-to-day operation of the District pupil transportation program. Prepares and administers Transportation Department budget and maintains necessary records and completes reports as required by law. Ensures strict compliance with all applicable laws governing pupil transportation and vehicle repair. Assists in the development of long-range plans, District policy and department guidelines. The Director of Transportation is responsible for the training of school bus drivers, may operate a school bus and is responsible for maintaining buses and other vehicles.

**REPRESENTATIVE DUTIES:**

- Is responsible for the operation of the District pupil transportation program, including overseeing the trainers responsible for the supervision of school bus drivers and school bus driver instructors, mechanics and clerical personnel.
- Ensures the timely preparation of routes and schedules for school bus operation in a manner as to ensure maximum safety and cost effectiveness.
- Develops routes and constructs schedules for all transportation services, responsible for service changes (i.e., notifies staff and media in event of schedule change due to weather), requests and exemptions; modifies schedules to support special programs, activities and changes in school calendars and reviews all schedules to guarantee compliance with existing policies while providing opportunities for economies and consolidation.
- Responsible for delivery of services under contract for home-to-school transportation and vehicle repair.
- Identifies and purchases automotive parts, supplies, equipment and tools for efficient, cost effective department operation.
- Assists in the selection of District and/or department personnel, is responsible for evaluation of transportation department employees.
- Ensures that safe riding practices are followed, is responsible for the District pupil management program for school buses and students which includes the conducting of the annual school bus evacuation program.
- Oversees the preparation of all transportation reports to the State of California.
- Oversees budget, ordering and expenses and payroll.

## **EMPLOYEE STANDARDS:**

### Knowledge, Skills and Abilities Required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation. Ability to convey detailed spoken instructions accurately, loudly or quickly.
- Knowledge and skill in the use of materials, tools and methods commonly used in the maintenance and repair of school buses, automotive and other mechanical equipment.
- Ability to estimate labor and material requirements and to be conversant with bus/automotive design and engineering changes.
- Skill in performing major/minor repair and maintenance of District's light and heavy rolling stock including cars, trucks, school buses, and other powered equipment such as lawn mowers, edgers and related equipment.
- Ability to successfully plan, organize and coordinate the operation of a pupil transportation and vehicle maintenance system.

## **WORKING CONDITIONS:**

- Primarily indoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions. Must have the physical skills/abilities/faculties to allow the full operation of any type and size of school bus that may be operated for the transportation of pupils on schedules or unscheduled routes and study trips.
- Light to moderate to heavy physical effort for extended periods of time; frequent sitting or standing for extended periods.
- Moderate to high stress level.

## **ENVIRONMENTAL CONDITIONS:**

- Work environment both indoors and outdoors.
- Temperature – usually normal climate, occasional adverse weather and conditions.
- Chemical exposure – occasional; gasoline, oil, and solvents.

## **JOB PARTICULARS:**

- Tools/equipment/work aids – gloves, goggles, mask and respirator.

**CONTACTS:**

- Daily contact with Transportation Department and District staff.
- Occasional contact with students, parents, community members and outside agency personnel.

**OCCUPATIONAL CERTIFICATES/LICENSES:**

- A.A. Degree or equivalent.
- Possession of a valid California commercial driver's license (class A or B) and a driving record which meets the requirements of the District's insurance carrier.
- First Aid certification.

**EMPLOYMENT STANDARDS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: 8/26/02