

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, TRANSPORTATION

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize and direct County Office transportation operations, routing, scheduling and activities to assure safe and timely transportation of special education and other designated students to and from school, home and various community locations; coordinate communications, contractor services and personnel to meet student transportation needs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct County Office transportation operations, scheduling, routing and activities to assure safe and timely transportation of special education and other designated students to and from school, home and various community locations; monitor, evaluate and adjust transportation activities in response to student, County Office and school district needs.

Direct and participate in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities; oversee the review, verification and adjustment of schedules in response to school district calendars, address changes, student transfers, school schedule changes, new students and service requests; assure safety of pick-up and drop-off locations.

Coordinate communications, contractor services and personnel to meet student transportation needs and assure smooth and efficient transportation activities; confer with parents, staff, faculty, administrators, contractors and various outside agencies concerning transportation needs and activities; assure proper and timely resolution of transportation issues and conflicts.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule, assign and review staff work for compliance with established requirements and procedures; monitor contractor activities to assure compliance with established standards and contract specifications.

Plan, organize, direct and assure proper completion of required daily safety inspections of buses; assure transportation activities comply with applicable laws, codes, rules, regulations and requirements of the California State Department of Education and the California Highway Patrol.

Direct and participate in the review, processing and preparation of route consolidations; utilize a computerized bus routing and scheduling system; initiate queries, manipulate data and generate computerized routes, consolidations and schedules.

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Participate in the development and preparation of the annual preliminary transportation budget; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Serve as a technical resource concerning County Office transportation functions; respond to inquiries and provide detailed and technical information concerning related routes, schedules, vehicles, laws, rules, regulations, requirements, policies and procedures.

Establish bell-time schedules for regular and extended school years and second sessions.

Compile information and oversee and participate in the preparation and maintenance of various records and reports related to students, personnel, contracts, mileage, billings, financial activity and assigned duties; assure mandated reports are completed in accordance with established time lines.

Monitor and maintain adequate inventory levels of transportation supplies and equipment; coordinate purchasing activities and approve purchases as needed; participate in the preparation of contract documents and the review, evaluation and awarding of bus contracts.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize radio communication systems.

Supervise and participate in the preparation, verification and generating of monthly billings for transportation charges as assigned; calculate, determine and approve contractor payments.

Oversee, verify and assure proper conducting of school bus evacuation drills.

Attend, conduct and participate in a variety of meetings as assigned; attend and participate in various in-services as directed.

Coordinate response to emergency transportation situations and vehicle problems and malfunctions; review maintenance records to assure proper inspections and maintenance.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of student transportation operations, routing, scheduling and activities.

Standards, requirements, procedures and techniques involved in assuring safe and timely transportation of special education and other designated students.

Principles and practices of student transportation.

Scheduling and coordination of transportation activities.

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Principles of efficient and economical bus routing techniques.
Principles and practices of administration, supervision and training.
Problems and concerns of students with special needs.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software.
Basic budget preparation and control.
Policies and objectives of assigned programs and activities.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.

ABILITY TO:

Plan, organize and direct County Office transportation operations, routing, scheduling and activities to assure safe and timely transportation of special education and other designated students to and from school, home and various community locations.
Coordinate communications, contractor services and personnel to meet student transportation needs.
Supervise and evaluate the performance of assigned personnel.
Direct and participate in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities and meet student needs.
Interpret, apply, explain and assure compliance with student transportation laws, rules, regulations, policies and procedures.
Serve as a technical resource concerning County Office transportation functions.
Prepare and maintain a variety of records and reports.
Operate a computer and assigned software.
Meet schedules and time lines.
Work independently with little direction.
Determine appropriate action within clearly defined guidelines.
Plan and organize work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years increasingly responsible student transportation experience including work with routing, scheduling and related computer systems.

LICENSES AND OTHER REQUIREMENTS:

Valid Transportation Supervisor certification issued by the Department of Transportation.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.