

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Transportation	<b>REPORTS TO:</b>	Assistant Superintendent, Operational Services
<b>DEPARTMENT:</b>	Transportation	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-27/Management Salary Schedule

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**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of assigned functions and activities in Transportation; plan, organize, control and direct the transportation services of the District to provide timely delivery of high quality services to students, staff, sites and departments; administer District transportation policies; supervise, provide clear work direction and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Persons employed in this position 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 this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, control and direct a variety of services and activities related to the transportation services of the District to meet the needs of students, staff, sites and departments. *E*

Manage the development and implementation of goals, objectives, policies, and priorities for Transportation; administer District transportation policies to ensure compliance. *E*

Perform accounting functions for the department including resolution of billing issues. *E*

Schedule District rental vehicles and verify District travel requirements are met; perform dispatch-related duties as needed. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals. *E*

Develop, plan and implement strategic long and short-term plans and activities; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and make changes as appropriate to ensure smooth and effective operations of the department. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; prepare a variety of correspondences and other documents. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities, resolve issues or concerns and exchange information. *E*

Supervise, provide clear work direction and evaluate the performance of assigned staff; provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend performance improvement plans, transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff; and teach school bus driver courses. *E*

Develop and prepare the annual budget for the department; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Operate office equipment, District vehicles and communication equipment. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in transportation, business administration or related field and five years increasingly responsible supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class A/B driver's license with a passenger endorsement; unrestricted school bus instructor's certificate.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the transportation services of the District.  
Traffic laws, school bus regulations, PUC requirements, applicable Education Codes and Department of Transportation regulations.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of management.  
Interpersonal skills using tact, patience and courtesy.  
Labor Relations law and employee contracts.  
Accurate record-keeping techniques.  
Operation of a computer to enter data, maintain records and generate reports.  
District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Plan, organize and administer the transportation services of the District.  
Work collaboratively and build positive relationships with a diverse group of stakeholders.  
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.  
Communicate, understand and follow both oral and written directions.  
Teach bus driver classes.  
Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).  
Analyze situations accurately and adopt an effective course of action.  
Plan, prioritize and organize work to meet schedules and time lines.  
Work independently with little direction.  
Prepare comprehensive narrative and statistical reports, and maintain related logs.  
Supervise and evaluate the performance of assigned staff.  
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.  
Demonstrate loyalty and high ethical standards.  
Focus and appropriately allocate resources toward identified goals.  
Manage change and design an effective system of reporting progress and monitoring results.  
Negotiate skillfully in difficult situations and create solutions to promote compromise.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; adverse weather conditions; driving a vehicle to conduct work; noise from vehicle operation; constant interruptions; fumes from vehicle and equipment operation; contact with dissatisfied individuals; extreme fog.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, climbing to step in/out of buses; dexterity to operate a computer and other office or communications equipment; reaching overhead, above the shoulders and horizontally and kneeling or crouching to inspect buses; sitting for extended periods of time; seeing to assure safe operations of District vehicles; hearing and speaking to exchange information and teach classes.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*