



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

TRANSPORTATION MANAGER

JOB SUMMARY

This position, under general direction, has managerial responsibility of different facets of the department's operations to ensure daily service requirements are met on a daily basis. This position may involve supervising assigned personnel for route planning, operations, training, special education and/or regular education bus and auto drivers. These staff members may work at multiple sites and on varied shifts.

ESSENTIAL FUNCTIONS

- Ensure drivers are dispatched safely and economically according to predetermined schedules;
- Plans, processes, prioritizes and schedules the appropriate personnel to ensure continual and efficient operations;
- Promotes team involvement and participation in achieving departmental goals and objectives;
- Supervise the activity of drivers;
- Answers questions, researches law and makes appropriate recommendations;
- Ensures that in-service training, safety training and proper safety practices are followed;
- Provides input or performs evaluation of assigned staff;
- Ensures driver hours and service expectations are adhered to;
- Analyzes the efficiencies of transportation office operations and route coverage and recommends course of action;
- Oversees the proper facilitation and tracking of vehicle incident/accidents, bus conduct and incident reports, complaints and other issues associated with assigned drivers;
- Adjust routes and schedules as required and in emergency situations to facilitate the transporting of students safely;
- May be required to attend Student Individual Education Plan (IEP) meetings as a representative regarding Transportation related matters
- Conduct safety trainings with assigned staff;
- Compiles, composes and gathers statistical and other reports;
- May supervise trainers, delegated behind the wheel trainers, and office staff;
- Serve as a liaison between administration, school staff and the public;
- Attends and/or coordinates meetings as required;
- Addresses the daily concerns of drivers and office staff;
- Prepares memorandums and correspondents in a professional manner;
- Other supervision duties as assigned;
- Ensure regulatory compliance and efficient operations are achieved for the terminals the Department operates.

KNOWLEDGE OF

- Extensive and thorough knowledge of departmental software;
- Principles of administration, supervision, management, training, safety and security;
- Ability to work cooperatively;
- Policies, laws, rules and regulations related student transportation;
- Bargaining Unit Contract;

- Principles and practices of providing leadership to others;
- Communicate effectively;
- Organization skills and data collection processes;
- Provide leadership and positively encourage assigned staff to perform at a high level;
- Knowledge of methods, practices and equipment related to school transportation;
- State, local and federal laws, rules and regulations related to the school bus industry.

ABILITY TO

- Quickly analyze situations accurately and take make appropriate decisions;
- Prioritize daily responsibilities, duties and tasks;
- Demonstrate skill in planning, supervising and evaluating the work performance of others;
- Effectively communicate verbally and in writing;
- Plan and organize work to meet schedules, follow timelines, and monitor progress;
- Work independently and make autonomous decisions;
- Work with minimal supervision;
- Train supervise and evaluate the work of a large workforce;
- Recommend, interpret, and explain rules, regulations, policies and procedures;
- Learn technological systems such as; the district's transportation server structure, the radio system infrastructure, Edulog's routing and scheduling backend and have the ability to work with technology vendors to help maintain these systems.
- Access and use District-adopted web-based systems (i.e., Frontline Education Absence Management, PowerSchool Unified Talent, and the Google suite of products: Calendar, Gmail, and Drive.)

EDUCATION AND EXPERIENCE

Minimum high school diploma or equivalent. Experience in the school transportation arena or education of a related field.

REQUIRED LICENSES

- Possession of a valid (Class C) California Driver's License
- Have an acceptable driving record and qualify for insurability by the District's insurance carrier;

HEALTH/PHYSICAL ABILITIES

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

PHYSICAL DEMANDS

Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 25 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

WORKING CONDITIONS

Work outdoors and indoors, incl. bus. Exposure to: seasonal outdoor temperatures 38°-110°, dust, wind and sun, traffic and fuel odors; driving to various district sites.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management Department.

EMPLOYMENT STATUS:

Classified Management Position Range 47

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