

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**DIRECTOR I, TRANSPORTATION**

**DEFINITION**

Under direction of the Executive Director, Maintenance, Operations and Transportation, the Director I, Transportation supports the educational programs of the District by directing, managing and coordinating all pupil transportation and vehicle maintenance operations.

**EXAMPLES OF DUTIES**

*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 classification.*

1. Develop and implement objectives, policies, and short and long-range strategies and plans related to meeting the District's transportation needs in compliance with all applicable codes, laws and regulations, District standards, contract terms and conditions.
2. Oversee the acquisition of materials, supplies, and equipment related to pupil transportation functions.
3. Manage the fleet priority repair and maintenance schedules.
4. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations.
5. Supervise safety and vehicle inspection programs.
6. Collaborate with District and school site staff to implement improvements in operations, overseeing day-to-day operations to make sure all routes are fulfilled.
7. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
8. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
9. Establish, maintain and nurture professional relationships with parents, community members, students, and school related outside agencies.
10. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
11. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
12. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

**QUALIFICATIONS (Continued)**

**Ability to:** Direct, manage and lead the functions and activities of student transportation services for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Bachelor's degree or professional equivalent from an accredited college or university in a related field.

**Experience:** Five years of progressively responsible professional experience in student transportation operations including three years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.