

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize, direct, coordin program; oversee and coordinate the maintenance and repair of District buses and vehicles; oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Provide technical expertise, information and assistance to the administrator regarding transportation activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action; oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to transportation activities and personnel.

ABILITY TO:

- Plan, organize, control and direct the activities and operations of the Transportation Department.
- Coordinate, implement and maintain bus routes and schedules.
- Oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites.
- Create** a positive work environment and help employees connect to District mission and goals.
- Supervise the performance of assigned personnel; establish performance expectations and provide timely, effective and meaningful feedback that motivates employees to achieve goals and provides for skill development.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate a commitment to quality public service and advance the District mission and goals in all interactions with staff, students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Operate a computer and assigned office equipment.

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PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect and wash buses.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

NOTE:

Safety sensitive job class Employees in this job class may be subject to random selection for alcohol controlled substance testing.

HAZARDS:

Traffic hazards.
Contact with dissatisfied or abusive individuals.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

11 Approved: 1992; Rev. 03/93; Rev. 11/00; Elim. 03/07; Reinstated: G.B. 05/08, P.C. 05/08
(Reallocated from 11-3) Rev.; 06/09, 03/15 Reallocated from Range 2 (Ewing)