

TITLE: DIRECTOR III, TRANSPORTATION SERVICES/DISTRICT SECURITY

QUALIFICATIONS:

1. Bachelor's degree or equivalent combination of experience, training and/or education in transportation management or related field
2. Knowledge of applicable state and federal laws regulating school transportation services
3. Training and experience in safety and security of facilities, students and staff; law enforcement experience desirable
4. Knowledge of principles and practices of management and supervision; experience in supervision of school transportation program desirable
5. Ability to interpret and implement applicable laws, regulations and District policies and procedures
6. Ability to effectively communicate with staff and public in oral and written form
7. Ability to plan, manage and prioritize a wide variety of transportation functions and District security programs within established guidelines
8. Ability to estimate labor and equipment needs; ability to plan budgets and effectively monitor expenditures

REPORTS TO: Assistant Superintendent, Business Services

SUPERVISES: Staff as assigned

JOB GOAL: To provide safe and efficient transportation services for District students and to coordinate District security operations to assure the safety and security of students, employees, facilities and property

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes and manages District transportation and security programs
2. Supervises and evaluates assigned personnel; provides training and staff development as necessary
3. Prepares and monitors budgets related to department programs including vehicles, staffing and equipment
4. Develops bid specifications for buses and other District vehicles
5. Confers with site administrators regarding transportation needs
6. In cooperation with appropriate District staff, establishes standards of student behavior on buses; confers with site administrators and parents regarding transportation issues
7. Supervises vehicle maintenance and inspection programs in accordance with applicable laws and regulations
8. Facilitates professional training for District personnel to provide knowledge, skills and abilities necessary to provide safe and secure environment
9. Recommends effective measures to enhance safety and security of students, employees and District property
10. Responds and directs response to emergency situations for purpose of ensuring safety of students, employees and District property
11. Consults with law enforcement and other safety officials to maintain effective interagency cooperation
12. Oversees system of recordkeeping and filing; provides variety of reports, correspondence and presentations related to department operations
13. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 18

EVALUATION:

Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

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