

## DIRECTOR OF TRANSPORTATION

### DEFINITION

Plans, directs, and coordinates the activities of the Transportation Services Division.

### TYPICAL DUTIES

Administers the activities and functions of the Transportation Services Division in accordance with legal regulations and Board of Education policies.

Plans, organizes, directs, and coordinates the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other District vehicles.

Formulates and implements changes in rules, regulations, policies, and procedures affecting the Transportation Services Division.

Coordinates organization plans and activities with other District organizations to meet their transportation needs for the fiscal year.

Ensures that services, equipment, vehicles, facilities, and procedures, including personnel management policies and procedures, conform to applicable regulations and District policies.

Establishes or recommends to the Chief Executive Officer, Educational Services standards, schedules, and priorities related to contingency plans; represents the Division on the District's emergency response teams, committees, and task force and directs the allocation of resources and transportation support services in emergencies.

Plans and administers the Division budget and controls expenditures for appropriations.

Manages or assists in managing Division communications activities relative to staff, other organizations, the media, and the public.

Directs, reviews, and participates in studies to analyze and evaluate needs and services; amount and type of equipment, supplies, and human resources; feasibility and cost effectiveness; and other aspects of management.

Establishes, manages, monitors, and administers external contracts for facilities, materials and student transportation services, including forecasting the need for contracted services, procurement planning, contract development, quality assurance, performance monitoring, and management of the services.

Establishes and maintains budget and expenditure control for contracted yellow bus services.

Develops and reviews personnel management policies and procedures within the organization and ensures that personnel programs and transactions conform to regulations and District policies.

Plans, directs, reviews, and may participate in training for staff and others affected by the services of the organization.

Meets with, addresses and advises a variety of groups, including employees, school administrators, legislative committees, officials of public agencies, community organizations, contractors, and the public regarding school transportation problems and policies.

Establishes and maintains effective and collaborative labor and management relationships and represents the Division in labor negotiations.

Facilitates labor and management meetings and convenes collaborative labor/management working groups as necessary and appropriate.

Directs the collection of cost and service records and other data for the preparation of motor vehicle specifications and for improved efficiency of the service.

Serves as the District's internal control point to ensure all District "white fleet" vehicles are tracked and maintained appropriately.

Maintains District's "white fleet" replacement plan, assists departments in their capital planning for such vehicles; and sets replacement standards and specifications to meet District needs.

Prepares and presents reports to committees of the Board of Education.

Provides the day to day management of the Take Home Administrative Vehicle Program including

budgeting, acquisition, maintenance, internal controls, and related duties to manage the program and confers with financial personnel regularly to reconcile vehicle assignments for the purposes of payroll deductions.

Establishes and promotes the use of technology in routing, maintenance, and management of the Division.

Confers with the School Management Services/Master Planning and Demographics Unit to forecast student transportation needs and establishes the most efficient and effective plans to meet those needs.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Transportation is the administrative head of the Transportation Services Division including student transportation and fleet maintenance, and supervises contracting transportation companies while on duty for the District.

The Deputy Director of Transportation assists the Director of Transportation in the direction and supervision of the Transportation Services Division and acts for the Director in his/her absence and as directed.

## SUPERVISION

Administrative direction is received from the Chief Executive Officer, Educational Services. General direction is exercised over lower-level management personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Applicable sections of the California Education Code, Department of Transportation, City and County ordinances, and rules, regulations, and policies of the Los Angeles Unified School District which pertain to student transportation

Best practices used in motor vehicle transportation and fleet maintenance-operations

Maintenance and management problems encountered in the transportation industry

Motor vehicle types and uses

Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and personnel administration

Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation

Basic concepts and business applications of data processing systems and procedures

Principles of public relations

Principles of training, employee evaluation, and employee relations

Collective bargaining law and labor agreements

Concepts of progressive discipline

Capital equipment replacement planning and financing, including the principals of debt service financing, lease/purchase, and other methods of financial planning for capital replacement

Ability to:

Develop and implement school bus transportation operating rules, regulations, procedures, and policies  
Analyze school bus transportation operations and prepare clear and concise recommendations and reports  
Interpret policies and procedures relative to the District's transportation program  
Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness  
Analyze written materials and oral communications  
Communicate effectively both orally and in writing  
Conduct meetings and make presentations  
Synthesize facts, concepts, and influences that affect systems and procedures  
Plan and organize programs through data analysis for maximum efficiency  
Estimate project requirements and organize resources in order to effectively meet goals and deadlines  
Develop operating rules, regulations, procedures, policies, and budgets  
Maintain effective relationships with contractors, District personnel, representatives of collective bargaining units, and officials of public agencies

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, transportation management, logistics, or a related field.

Experience:

Five years of combined management experience in bus and truck transportation services having at least 100 routes daily, of which three of those years must be in bus transportation services or five years of management experience in bus transportation services, in a school district having at least 100 routes daily or a public or private organization having at least 100 routes daily, including experience managing at least one of the following functions: planning, routing and operation, and maintenance.

Special:

A valid California Driver License  
Use of an automobile

SPECIAL NOTES

1. Senior Management Classification.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
12-22-16  
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