

## TRANSPORTATION SERVICES MANAGER

### DEFINITION

Manages the activities of the Transportation Services Division Investigation and Driver Training Units by planning, organizing, supervising, and participating in the activities of the Transportation Services Division Investigation Unit and by coordinating the activities of the Driver Training Unit and providing technical supervision over the training activities performed by Division personnel.

### TYPICAL DUTIES

Supervises and conducts investigations of complaints from the public and District personnel regarding Transportation Services Division personnel or services.

Coordinates schedules for training of driver applicants, new driver orientation, driver training, driver evaluations, and vehicle inspection training.

Coordinates the review of records from the California Department of Motor Vehicles regarding District driver violations and takes appropriate action.

Supervises the maintenance and security of files and records relating to investigations, complaints, accidents, and the licensing of District drivers.

Confers with administrators, contractors, officials of public agencies, and the public regarding transportation problems.

Develops and maintains contact with local, State, and federal agencies regarding driver education, student safety, driver safety records, and equipment safety requirements.

Recommends and implements changes in department rules, regulations, and procedures affecting Transportation Services Division activities.

Interprets District rules and federal, State and local laws as they relate to student transportation services.

Provides technical supervision over training activities performed by Division personnel and conducts state-approved training for Services Division personnel.

Advises on safety equipment standards for wheelchairs, buses, and trucks.

Coordinates the revision of school bus driver handbooks, inspection and emergency procedures, safety procedures, and other handbooks and bulletins.

Coordinates, schedules, and evaluates the training of students in the Safe Riding Instruction Program and various other District programs.

Advises on driver training programs administered by the Division of Adult and Career Education.

Participates in accident investigations for purposes of determining training needs.

Prepares a variety of correspondence, reports, notices and memoranda.

May oversee other operational units in the Transportation Services Division

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Transportation Services Manager manages and participates in the investigation of accidents, possible violations of laws and rules, and complaints regarding the District's transportation services and personnel and participates in scheduling, conducting and assessing bus driver training programs and student training activities, and provides technical direction on training methods, procedures, and formats to employees conducting Transportation Services Division training programs.

A Transportation Inspector investigates and writes reports of motor vehicle accidents, possible violations and complaints relating to the services and personnel of the Transportation Services Division.

A Driver Trainer (Bus-Truck) trains District bus and truck drivers and contract bus drivers in safe and efficient driving practices and in various laws, rules, regulations, and policies pertaining to transportation.

## SUPERVISION

General supervision is received from the Deputy Director of Transportation. General supervision is exercised over technical and clerical personnel; technical supervision is exercised over training activities performed by Driver Trainers (Bus-Truck) and bus drivers.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Motor Vehicle Code, Handbook for School Bus Drivers of the Los Angeles Unified School District, traffic ordinances of the City and County of Los Angeles, and California Highway Patrol and federal regulations pertaining to student transportation
- District regulations governing transportation operations
- Safety rules and practices related to bus and truck transportation operation
- Principles and methods of skill training to operate buses
- Types and availability of resource materials related to instruction and training of drivers
- Developments in the field of employee training
- File maintenance and office procedures
- Duties performed by bus drivers

### Ability to:

- Write clear, concise reports and prepare correspondence
- Schedule and organize training programs for bus drivers
- Determine training needs and evaluate training programs including the effectiveness of instructors
- Use good judgment in recommending appropriate administrative actions
- Maintain good relations with the public, District personnel, and representatives from State and City agencies
- Supervise and coordinate the work of others
- Make sound decisions under pressure of emergency situations
- Make confidential investigations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in Business Administration, Public Administration, Transportation Management, or a related subject. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

### Experience:

Three years of supervisory experience in a transportation facility or agency performing work involving the investigation of claims, complaints, accidents or safety inspections of motor vehicles and the training of bus drivers.

Special:

A valid California Driver License.

A valid California State Department of Education Bus Driver Instructor Certificate. Five years of experience training others to drive buses or to be bus driver instructors may be substituted for the required certificated.

SPECIAL NOTE

Exempt from FLSA.

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.

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Reviewed  
06-05-17  
JPK