

REGIONAL TRANSPORTATION MANAGER

DEFINITION

Manages the daily operation of District operated and contracted student transportation services for regular and special education programs in a region of the District.

TYPICAL DUTIES

Manages the transportation of students to and from schools and on special bus trips in conformance with District rules, policies, and procedures; local governmental ordinances; California Education and Motor Vehicle Codes; and California Highway Patrol regulations.

Provides input into the establishment of Transportation Services Division policy and enforces that policy within a specified region within the Los Angeles area.

Plans and supervises the deployment of personnel and equipment and use of facilities for greatest efficiency and cost effectiveness.

Assigns contract and District routes in the most efficient manner.

Coordinates activities such as driver training and orientation; resolution of student transportation problems; scheduling, routing, and dispatching of District and contract buses; and equipment inspection and repair with various sections of the Transportation Services Division.

Compiles and analyzes data concerning a variety of transportation operational matters and identifies and addresses areas of concern appropriately.

Manages and participates in the administration of applicable collective bargaining agreements, employee performance evaluations, and discipline and grievance procedures.

Supervises and participates in studies regarding student transportation services, personnel, and equipment.

Manages the investigation of bus accidents and incidents by interviewing involved personnel, reviewing accident reports, and making appropriate dispositions.

Proactively responds to and resolves student transportation problems that may involve meeting with public officials, District bus drivers, contracted bus drivers and management staff, parents, community groups, and District administrators.

Manages record-keeping activities and the preparation of correspondence and reports.

Trains supervisors regarding area setup, consolidation of trips and routes, and the most efficient use of resources.

Authorizes use of relief personnel and overtime in emergency situations.

Reviews transportation reports and data and explores ways to work more efficiently.

Establishes a strong rapport with the local educational community by visiting schools and continuous written and verbal communication.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Regional Transportation Manager manages student transportation services of a student transportation section of the Transportation Services Division and supervises the transporting of students from pickup points to schools and return and on special trips in a geographic region of the District or for a District-wide program.

An Area Bus Supervisor supervises student transportation operations for students in an area of the District, recommends that Central Routing Center staff make adjustments in routes, schedules driver assignments as necessary, and works with school and other personnel to resolve student transportation problems and to implement necessary procedures and assistive devices for students with special needs.

SUPERVISION

General direction is received from the Director of Transportation and Deputy Director of Transportation. General supervision is exercised over Area Bus Supervisors and other assigned transportation personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District regulations and policies and State and local laws related to the operation of a student transportation program
- Geographic areas and topographic features of the District and the location of schools, offices, and other facilities
- Maintenance and inspection procedures for school buses
- Bus specifications, types, and uses
- Transportation route planning techniques
- Labor relations policies and procedures, performance evaluations, grievances, employee discipline, and training

Ability to:

- Analyze data and prepare clear, concise recommendations and reports
- Make recommendations based on patterns and trends
- Make timely and appropriate decisions in emergencies
- Train and supervise subordinates
- Maintain effective relationships with contractors, representatives of public agencies, District administrators, labor representatives, and community groups
- Interpret and implement operating rules, policies, procedures, and applicable provisions of classified labor agreements
- Proficiently utilize business software including word processing, spreadsheets, presentation, and email programs
- Communicate effectively orally and in writing
- Plan and organize work
- Work under pressure and deadlines

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 at or above the level of Area Bus Supervisor in the District Transportation Services Division student transportation section,

or

Three years of supervisory experience in a public or private bus transportation service with a minimum fleet of at least 100 active school bus routes.

Special:

A valid California Driver License.

SPECIAL NOTE

Management class, exempt from bargaining units.

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
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JPK