TRANSPORTATION MANAGER

Under administrative direction, plans, coordinates and directs the transportation system for the Marin County Office of Education and does related work as required.

DUTIES AND RESPONSIBILITIES:

Implements policies and develops procedures relating to all vehicle services; prepares annual transportation services budget; supervises the selection, placement, licensing and training of personnel; directs the coordination of bus routes and schedules; coordinates with program managers and site personnel to adapt transportation schedules to student needs; supervises the vehicle insurance program; promotes a safe driving program and expedites all required accident procedures; consults with school districts and other public entities on matters of transportation services; prepares specifications for the type of equipment required and directs the purchase, maintenance and repair of all vehicles; insures that vehicles are maintained in safe working condition; arranges for California Highway Patrol inspections and other maintenance and repair not performed by driver personnel and maintains liaison with maintenance and repair providers; directs the keeping and maintenance of records as required; prepares reports and cost analyses for all vehicles operated under the jurisdiction of the Marin County Office of Education; within established guidelines, resolves employee problems and grievances; taking appropriate action as required; resolves problems arising out of patronage usage; directs and participates in the establishment of bus routes; directs assignment of drivers to routes; operates and directs others in the operation of the Marin County Office of Education Mobile Radio Communication System.

MINIMUM QUALIFICATIONS:

Education and Experience: Five years of progressively responsible experience in a bus transportation program involving a fleet of vehicles, plus two years in a supervisory or management capacity. Related advanced training beyond high school may be substituted for the experience requirement on a year-to-year basis.

Knowledge of: Must know the provisions of the California Motor Vehicle and Education Codes and California School Accounting Manual applicable to the operation of school vehicles; practices and problems of operating a school transportation system; principles and practices of effective supervision and training.

Ability to: Must be able to plan, organize, evaluate, supervise and direct a school transportation system; make time, material and cost estimates; compile reports; establish and maintain cooperative working relationships with employees, parents, school administrators, students and the general public.