

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

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.

and

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.

and

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.