

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
ASSISTANT TRANSPORTATION MANAGER

Under direction of the Transportation Manager, supervises and provides scheduling and reporting assistance, as well as, driver in-service training; coordinates student transportation requirements; routes and schedules school buses.

DUTIES AND RESPONSIBILITIES:

Assists in scheduling bus routes; adjusts, maintains, and reorganizes bus schedules based on changing conditions; notifies users of changes in routes and schedules; functions as principal operator of the Radio Communication System; compiles, audits, summarizes, and files vehicle reports, time sheets, mileage and other reports; provides driver "in-service" training, utilizing both programmed instruction and "yard" and "road" service observations, making on-the-spot corrections as observed; acts as a utility bus driver when needed; performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified; within assigned areas, supervises and evaluates bus drivers; acts as liaison between bus drivers, site administrators and parents; assists drivers in determining parking and loading procedures; works with site administrators to resolve problems related to transporting students; confers with parents, guardians, and/or site administrators to resolve student related transportation problems; plans and organizes bus driver training programs in proper methods of operating and maintaining a school bus in an efficient and safe manner for new and continuing bus drivers; rides all assigned routes and checks for timing on an annual basis; conducts instruction programs, responds to emergencies and assists in case of accidents; orders and develops new training materials; organizes and distributes information to bus drivers, parents, and assigned sites; assumes responsibilities for Transportation Department in the absence of the Transportation Manager.

MINIMUM QUALIFICATIONS:

Knowledges and

Abilities: Demonstrated ability to read, write, and speak at the level required for successful job performance and any combination of experience and education equivalent to three years of experience as a school bus driver; must have a thorough knowledge of safe driving practices and provisions of the California Education, Vehicle, and Administrative Codes applicable to the operation of vehicles in transporting students; ability to plan and conduct a bus driver training program; ability to train, supervise, and evaluate bus drivers; ability to maintain records and prepare reports; ability to drive a school bus safely and efficiently; ability to provide guidance and assistance in the design of efficient routes; ability to follow oral and written instructions and provide clear and logical oral and written instructions for others and the ability to work cooperatively with others.

License and Other

Requirements: Possess a valid Class Two Driver's License and a valid California School Bus Driver's Certificate authorizing service as a School Bus Driver; must be able to successfully complete the School Bus Driver Trainer Instructor Course, certified by the California State Department of Education; and have and maintain a driving record which meets established standards.

012886 -- Labor Grade 3 (Exempt), Salary Range 50 -- ASSISTANT TRANSPORTATION MANAGER

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