



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Transportation Manager</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Transportation Department</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 54 Range: 78</b>

**BASIC FUNCTION:**

Plan, organize, control and direct the activities, operations and programs of the Transportation Department; assure District policies related to student transportation are in compliance with State and federal rules and regulations; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan, organize, control and direct the Transportation Program; develop, implement and administer comprehensive transportation programs, policies, procedures and guidelines consistent with State and federal requirements, Board rules and guidelines, and professional principles and practices; assure District policies related to student transportation are in compliance with State and federal rules and regulations
- Direct the implementation of District and Board policies and eligibility criteria regarding student transportation routes and schedules; assure proper communication of schedules and routes to schools and parents; direct the assignment and dispatch of buses for regular, special needs, special programs and field trips; direct the assignment of non-driving duties to bus drivers during non-driving times
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provide technical expertise, information and assistance to the administrator regarding transportation activities; oversee the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action
- Plan, organize and implement long and short-term programs and activities designed to enhance transportation programs and services; develop and implement Department policies, procedures and regulations; participate with District administrators and others in establishing strategic plans for the District
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to transportation activities and personnel including accidents, costs, legal compliance,

personnel, certifications and registration, hazardous materials, pupil counts, inventories and others as assigned

- Direct the investigation of accidents involving District vehicles and students; prepare related reports and documentation
- Direct the design and implementation of an overall in-service training to drivers in accordance with certification and established training requirements
- Oversee vehicle selection and purchase activities, and the purchase of fuel, maintenance and repair supplies, materials and equipment
- Communicate with other administrators, staff, school site personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; confer with administrators regarding student behavior issues and disciplinary actions
- Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare and manage department contracts, grants and RFPs
- Operate a computer and other office equipment as assigned; operate a two-way radio system, base stations, and remote and portable radio boards; drive a vehicle to various sites to conduct work
- Attend and conduct a variety of meetings as assigned; serve on assigned teams and committees; participate in public events and community meetings to address issues impacting the District and community
- Plan, organize, control and direct the non-public school transportation

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of a large student transportation program

Methods and equipment used in the repair of school buses

Methods and procedures of coordinating bus routes and assigning schedules

Budget preparation and control

Oral and written communication skills

Principles and practices of administration, supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

**ABILITY TO:**

Organize, control and direct the activities, operations and programs of the Transportation Department

Coordinate, implement and maintain bus routes and schedules

Supervise the performance of assigned personnel

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration or related field and five years increasingly responsible experience in the administration of a pupil transportation program including at least 2 years in a supervisory role

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license
- Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy
- Completion of a California Department of Education School transportation Unit Administrator's Course preferred

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials