Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **DIRECTOR IV, TRANSPORTATION**

QUALIFICATIONS:

1. Bachelor's degree or equivalent combination of experience, training and/or education in transportation management or related field
2. Knowledge of applicable state and federal laws regulating school transportation services
3. Knowledge of principles and practices of management and supervision; experience in supervision of school transportation program desirable
4. Ability to interpret and implement District policies and procedures
5. Ability to effectively communicate with staff and public in oral and written form
6. Ability to plan, manage and prioritize a wide variety of transportation functions within established guidelines
7. Ability to estimate labor and equipment needs; ability to plan budgets and effectively monitor expenditures

REPORTS TO: Assistant Superintendent – Business Services

SUPERVISES: Staff as assigned

JOB GOAL: To provide safe and efficient transportation for District students, including home-to-school, special education, field trips and other programs

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes and manages District transportation programs
2. Supervises and evaluates assigned personnel; provides training and staff development as necessary for transportation employees
3. Prepares and monitors budgets related to transportation programs including vehicles, staffing and equipment
4. Develops bid specifications for buses and other district vehicles
5. Confers with site administrators regarding transportation needs
6. In cooperation with appropriate district staff establishes standards of student behavior on buses; confers with site administrators and parents regarding transportation issues
7. Supervises vehicle maintenance and inspection programs in accordance with applicable laws and regulations
8. Oversees system of recordkeeping and filing; provides variety of reports, correspondence and presentations related to department operations
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 27

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

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