



## David Douglas School District #40

### Manager Job Description

#### **TRANSPORTATION MANAGER**

Schedule: 12 months per year  
Range: H

#### **DESCRIPTION SUMMARY**

Responsible for the day-to-day leadership of transportation services in the David Douglas School District. Duties include the supervision of bus drivers, supervision of a fleet maintenance program, coordinating scheduling systems, developing routes, performance evaluations and training of staff, administration of district policies, and ensuring that standards are met for safety and state regulations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise the work of bus drivers, dispatchers, office staff and mechanics
- Establish bus routes and oversees assignments of routes to drivers
- Updates mileage, usage, transportation, vehicle and other related reports and records
- Analyzes district transportation needs and makes recommendations for developing, implementing, improving and expanding transportation services, programs and policies
- Ensures all mandatory safety regulations for school buses are observed
- Investigates and resolves public and client complaints
- Monitors vehicle preventative maintenance schedule
- Coordinates specification development for the purchasing process of new equipment
- Enforces district and state policies, rules and regulations pertaining to transportation services
- Conducts monthly driver meetings and needed training meetings
- Oversees the purchase of supplies and parts
- Responds immediately to emergencies and/or accidents and assists in the follow-up investigation
- Attends district meetings and school board meetings as required
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality client service.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- David Douglas School District geographic layout and street locations
- Principles and practices involved in transportation system planning and operation
- Transportation problems of the disabled and others with special needs
- Vehicle service methods and procedures
- Federal, state and local guidelines, regulations and programs related to transportation
- Principles and practices of personnel management and supervision

#### **ABILITY TO:**

- Perform a broad range of supervisory responsibilities over others
- Understand and follow oral and written instructions in the English language
- Work cooperatively with district employees, clients, and the public
- Communicate effectively with employees, clients and the public
- Observe or monitor vehicles, data and people's behavior to determine the compliance with operating and safety standards

**ABILITY TO:** (cont.)

- Produce documents written in the English language using proper sentences, punctuation, grammar and spelling
- Use a personal computer for word processing, spreadsheet and database design, electronic mail communication, payroll analysis, etc.
- Operate electronic/technological equipment such as two-way radios, video camera equipment, etc.

**ADDITIONAL REQUIREMENTS:**

- This position requires the use of personal or district vehicles on district business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals are required to pass a State of Oregon Department of Transportation physical exam and possess the appropriate commercial driver's license
- Pre-employment drug testing and a criminal history check is required
- Strong consideration given to candidates who hold school bus certification, behind-the-wheel certification, first aid trainer certification, and 3<sup>rd</sup> party testing certification

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.