

## CAJON VALLEY UNION SCHOOL DISTRICT

### **CLASS TITLE: DIRECTOR - TRANSPORTATION**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Business Services, plan, organize, direct, coordin program; oversee and coordinate the maintenance and repair of District buses and vehicles; oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites; supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

Provide technical expertise, information and assistance to the administrator regarding transportation activities; assist in 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; oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to transportation activities and personnel.

**ABILITY TO:**

- Plan, organize, control and direct the activities and operations of the Transportation Department.
- Coordinate, implement and maintain bus routes and schedules.
- Oversee and coordinate annual Traffic Safety Review with the City of El Cajon and CVUSD school sites.
- Create** a positive work environment and help employees connect to District mission and goals.
- Supervise the performance of assigned personnel; establish performance expectations and provide timely, effective and meaningful feedback that motivates employees to achieve goals and provides for skill development.
- 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.
- Demonstrate a commitment to quality public service and advance the District mission and goals in all interactions with staff, students and parents.
- 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.
- Operate a computer and assigned office equipment.

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**PHYSICAL DEMANDS:**

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Reaching overhead, above the shoulders or horizontally.
- Seeing to monitor passengers and operate a vehicle.
- Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

**NOTE:**

Safety sensitive job class Employees in this job class may be subject to random selection for alcohol controlled substance testing.

**HAZARDS:**

- Traffic hazards.
- Contact with dissatisfied or abusive individuals.

**CLEARANCES:**

- Criminal Justice Fingerprint /Background
- Tuberculosis
- Pre-placement Physical and Drug Screen

11 Approved: 1992; Rev. 03/93; Rev. 11/00; Elim. 03/07; Reinstated: G.B. 05/08, P.C. 05/08  
(Reallocated from 11-3) Rev.; 06/09, 03/15 Reallocated from Range 2 (Ewing)