

DIRECTOR, TRANSPORTATION

GENERAL RESPONSIBILITIES

Under the direction of the Assistant Superintendent, Business Services, plans, organizes, and supervises the transportation operation of the District; and performs related duties as assigned.

1. Responsible for all activities involving the transportation of pupils.
2. Responsible for the schedules and maintenance of all bus routes and bus stops for the pupil transportation program.
3. Investigates accidents involving District automotive equipment and processes reports to the California State authorities and the District.
4. Meets or talks with parents and interested citizens regarding solving transportation-related issues.
5. Interviews, selects, assigns, and evaluates Transportation staff members.
6. Reviews and approves requisitions made by Transportation staff members.
7. Accomplishes other duties as assigned by the administrator.