

# MONTEREY COUNTY OFFICE OF EDUCATION

## MANAGER OF TRANSPORTATION GENERAL SERVICES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 73  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Executive Director of General Services, the Manager of Transportation is responsible for planning, organizing and directing the operations of the Transportation Department; coordinating the transportation of special education students, contracted students to schools and field trips; managing related maintenance, purchasing and inventories; supervising and evaluating the performance of assigned personnel.

### **SUPERVISOR:**

Executive Director, General Services

### **POSITION(S) SUPERVISED:**

Classified managers and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize and direct the operations of the Transportation Department; coordinate the transportation of special education students, contracted students to schools and field trips; manage related maintenance, purchasing and inventories
- Supervise and evaluate the scheduling, coordination and dispatching of buses for transportation routes, field trips and special events; prepare and assign work schedules; oversee MOUs for contract students in other districts; prepare routes and schedules; schedule subs as needed to cover driver absences
- Prepare and maintain accurate records related to vehicles and drivers; assure proper licenses for subs and drivers and maintain accurate records

- Maintain an effective preventive maintenance program for buses and other automotive equipment; evaluate work load and establish schedules and job priorities; determine supply and equipment needs for repair jobs; order parts as needed; maintain inventory control
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provide transportation driver training instruction at assigned District and County sites; supervise and evaluate driver trainees
- Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; review records for CHP inspections
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Develop and prepare the annual preliminary budget for the Transportation Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer, two-way radio to communicate with school personnel; operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

- Maintains and monitors the Monterey County Fuel Program (including all fleet accounts, and Monterey County Public Works Fueling contracts), provides guidance to Fleet Managers for preventative maintenance/licensing/safety inspections and acceptance of new fleet vehicles for ALL (Monterey County Office of Education) MCOE department(s)
- Interacts and guides all county school districts in cost effective budget reduction and route planning
- Performs other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and bus, and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- High School Diploma/High School Equivalency Test (HiSET)
- Five (5) years experience as a school bus driver transporting special education students
- (5) years experience in a Transportation Supervisory role with a school district or County Office of Education

### **Knowledge of:**

- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Safe driving practices
- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting special education students
- School bus transportation routing systems
- Contract creation of MOU'S with other programs and school districts
- Functionality of MCOE district internal process and procedures
- Budget preparation and control
- Oral and written communication skills
- First Aid and CPR
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Operation of a two-way radio
- Modern office methods, practices, and procedures

### **Skills and Abilities:**

- Develop and implement bus schedules and assign bus route coverages
- Develop and coordinate a vehicle safety program training
- Operate a school bus
- Problem solve and resolve conflicts
- Train and evaluate the performance of assigned staff
- Supervise a school bus transportation system used for the transport of special needs students
- 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
- Administer first aid and CPR
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work

- Prepare records and reports related to assigned activities

**Desirable Qualifications:**

- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- California Driver's License with evidence of insurability
- California Bus Driver Instructor Certificate
- California Highway Patrol permit to operate a school bus
- Standard Red Cross First Aid Certificate

Approved 03.01.16  
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