

TRANSPORTATION/GARAGE MANAGER

DEFINITION

Under the general direction of the Senior Director of Bus Management and Transportation Plans organizes, directs and evaluates the program's activities, budgets and personnel of the District student transportation program and the repair of District buses and vehicles, provides expert professional advice and guidance to District administrators on student transportation and garage matters, he/she is responsible for developing and participating in short and long range plans and strategies for meeting the District goals and objectives for the student transportation and garage program. Duties are carried out with consideration of the independence, integrity and ethical standards of the profession and guidelines for performance related duties assigned.

ESSENTIAL DUTIES

The duties stated below are intended only as a guide to the various types of work that may be performed. The assignment of specific activities of duties does not exclude the performance of the work or services related to the job classification here typified by the assigned schedule for these duties.

Organizes, controls, regulates and evaluates the work of the Transportation and Garage Department staff develops, regulates, participates and monitors or programs policies and processes to achieve District strategic and business plans, goals and performance. Ensures participation in development of and monitors performance against the department's and District budget. In other areas of the management participates in the development of District strategic plans and initiatives, develops and participates in business plans or programs, processes, procedures and policies required to achieve strategic initiatives and overall department results in accordance with District objectives and priorities. Provides leadership and/or supervision to develop and retain highly competent service oriented staff through selection, compensation, training and development. Provides support to the District objectives and service expectations, provides leadership and participation in program's and activities that provide a positive employee relations environment. Organizes, directs and evaluates the performance of assigned staff establishes performance requirements and personnel development targets, regulatory controls performance and provides coaching for performance, promotion and development, provides rewards to recognize performance, identifies disciplinary action up to and including termination to address performance deficiencies in accordance with federal, state and local laws and regulations. District human resources policies and procedures and/or contractual agreements. Develops policies, procedures and guidelines consistent with state and federal requirements, Board rules and guidelines and sound professional principles and practices. Confers and coordinates the participation of the program policies and practices with District departments and school sites. Provides expert advice to administrators, managers and staff on a wide range of transportation issues and provides technical consulting on a variety of complex sensitive and confidential transportation issues. Manages, directs and participates in the development of District transportation policies and procedures, ensures that District policies related to student transportation are in compliance with state and federal rules and regulations.

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plans, organizes and directs the District transportation and garage program, ensures uses and other automotive equipment comply with federal and California Air Resources Board vehicle safety and environmental standards and regulations develops and directs preventive

