

North Monterey County Unified School District

CLASSIFIED MANAGEMENT POSITION DESCRIPTION

Position Title: **Transportation & Emergency Preparedness Services Director II**
Department: Business Services
Reports to: Assistant Superintendent – Business Services
Salary Level: Grade 4A
Calendar: 225 days

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, the Transportation & Emergency Preparedness Services Director II shall plan, implement, coordinate, and supervise the District's support functions ensuring a safe, compliant and cost effective pupil transportation system and vehicle maintenance and procurement program. Plan, implement and coordinate District-wide Emergency Preparedness to ensure safe and healthy learning environments.

DISTINGUISHING CHARACTERISTICS:

Coordinate the district planning, training, response, and recovery for emergencies and disasters. Prepare emergency plans and procedures for natural disasters and human threats. Develop plans, programs, and procedures related to transportation services for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 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.

- Directs and coordinates the planning, development and daily operation of a safe and compliant pupil transportation program in support of improved student access to the educational programs of the District.
- Administers the hiring, training, supervision, evaluation, assignment and distribution of transportation personnel in support of the District's mission; interview and select employees and recommend reassignments, termination, and disciplinary actions; plan, coordinate and arrange for appropriate training of support staff.
- Responsible for planning, evaluating and initiating programs to meet current and future District needs for student transportation.
- Supervise the scheduling and routing of buses for co-curricular events; directs the revision of bus schedules and routes according to District and community needs.
- Manage the development and implementation of Transportation Department goals, objectives, policies, and priorities for each assigned service area. Recommend appropriate service and staffing levels; allocate resources accordingly.
- Participate on a variety of boards and committees; attend and participate in professional group meetings; stay informed of new trends and innovations in the field of student transportation, vehicle/equipment maintenance, and emergency preparedness.
- Respond to and resolve difficult and sensitive parent and citizen inquires and complaints; confer with school authorities and parents on disciplinary problems of student passengers.
- Designs, establishes and implements comprehensive mandated safety awareness training and compliance programs for support services trades and certified school bus drivers and mechanics.
- Direct the District's transportation maintenance activities including preventative maintenance schedules, on-going repairs and shop mechanical staff trainings.
- Direct and oversee driver training requirements; ensure compliance for all drivers
- Ensures the efficiency and cost effectiveness of the transportation department and that the department complies with State and Federal regulations

- Actively participates in the development of budgets and assumes appropriate fiscal controls to ensure prudent fiscal management in the application of District funds.
- Directs and coordinates the essential collection and review of operational data to ensure the greatest return for program expenditures.
- Develops and directs the application of a pupil management program to ensure discipline which promotes safe transportation for students.
- Coordinate planning, response, and recovery for emergency response and crisis management activities. Coordinate disaster preparedness training and drills; evaluate emergency management plans in accordance with state and federal regulations.
- Maintain and update all resource materials associated with emergency preparedness plans, including operating procedures to be used in response to and recovery from disasters and emergencies.
- Participate and consult with Superintendent or designee and sites on emergency plans and procedures for natural, technological, wartime disasters or hostage situations.
- Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
- Consult with local and area government officials, schools, hospitals, Red Cross, and other institutions in order to determine needs and capabilities in the event of disaster or other emergency.
- Develop and maintain liaisons with schools, municipalities, county departments, and similar entities in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Coordinate disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
- Identify necessary equipment for responding to emergencies; determine equipment placement, inventory, maintenance, and testing.
- Coordinate disaster response classroom and district supplies; standardize classroom set ups.
- Inspect facilities and equipment such as emergency management centers and communications equipment in order to determine their operational and functional capabilities in emergency situations.

OTHER DUTIES:

- Prepare and present information to the Board of Education
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- High school graduation is required, with additional formal education in related fields being desirable.
- Experience in supervising same or similar activities within the California public education system is required as is a working knowledge of the laws governing the operation of a school transportation program.

Licenses and other Requirements

- Possession of a valid California driver's license with the ability to obtain insurance with no restrictions which would preclude driving on the job; if driving district vehicles will be subject to pull notice process.
- Valid California School Bus Driver certificate of the appropriate class.
- California State Certified School Bus Driver Instructor certificate with no restrictions.
- This position shall be part of the random drug and alcohol testing pool in accordance with the current Federal Department of Transportation Regulations and the policy of the District.
- In accordance with California law and the Education Code, the position incumbent must maintain a conviction free Department of Justice record. Completing of a background check is required prior to employment. (Finger printing for such a check does not constitute an offer of employment.)

Knowledge of:

- Principles and practices of effective supervision and training
- Principles and practices of situational analysis and planning

- Applicable laws, regulations, best business practices related to assigned areas of responsibility
- The operation of a school transportation program in compliance with state and federal laws and regulations
- Procurement process and the application of formal bid procedures
- Effective labor relations practices and procedures.

Ability to:

- Direct the overall operation of the Transportation Department
- Work in a multi-tasked, fast-paced environment
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action to appropriately mitigate the issues
- Plan, schedule and evaluate the work of others
- Communicate effectively both orally and in writing
- Prepare formal presentations in both technology based and manual formats
- Work with all sites and departments to coordinate drills and other emergency response protocols
- Meet and communicate ideas and goals effectively in a public setting
- Independently plan and effectively fulfill responsibilities of assigned area of work; complete duties in a timely and efficient manner
- Use computer, tablet and other professional technology tools; learn and effectively use specialized software programs as well as customary office software including: word processing, and spread sheet and data base programs

DESIRED QUALIFICATIONS:

Any combination equivalent to:

- Desired qualifications would include a bachelor's degree in public safety or related field. Additional certifications in National Incident Management System and/or FEMA Emergency Response highly desirable.
- Red Cross First Aid Certificate, including CPR training

WORKING CONDITIONS:

Work Environment:

The working environment shall be indoors and outdoors, sometimes in inclement weather and walking over uneven surfaces. Noise levels will vary from normal office levels to the increased levels of an automotive shop area.

Physical Demands:

This position involves sitting, walking, standing, climbing, kneeling, stooping, crawling, reaching and bending on a regular basis. The incumbent must be able to accurately perceive sound, see near and far with the ability to read small print. Ability to occasionally lift and/or move up to 40 pounds.

Hazards:

There will be regular exposure to fumes, dust and odors

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 12/8/2016