

	<u>Class Codes</u>
TRANSPORTATION SERVICES MANAGER	5710
ASSISTANT TRANSPORTATION SERVICES MANAGER	2304

## DEFINITION

Manages the activities of the Transportation Services Division driver training program by planning, organizing, supervising, and participating in training activities. The Assistant Transportation Services Manager assists the Manager in the performance of duties.

## TYPICAL DUTIES

Plans, organizes, supervises, and participates in training activities and daily assignments performed by training personnel, including the Bus Driver Trainee program.

Manages, streamlines, updates, and evaluates the training program to reduce driver accidents, injuries, and to improve driver efficiency.

Coordinates schedules for training of driver applicants, new driver orientation, driver training, driver evaluations, and vehicle inspection training.

Monitors drivers' driving records from the California Department of Motor Vehicles regarding District driver violations and takes appropriate action.

Provides input and recommendations regarding the probationary performance and progress evaluations of newly hired bus drivers.

Supervises the maintenance, monitoring, and security of files, District tracking devices, bus video camera recording processes, and records relating to investigations, complaints, accidents, and the licensing of District drivers.

Confers with administrators, contractors, officials of public agencies, and the public regarding transportation concerns.

Develops and maintains contact with local, State, and federal agencies regarding driver education, student safety, driver safety records, and equipment safety requirements.

Recommends and implements changes in department rules, regulations, and procedures affecting Transportation Services Division activities.

Interprets District rules and federal, State and local laws as they relate to student transportation services.

Provides recommendations for adherence to regulations for specialized safety equipment, wheelchairs, buses, and trucks.

Coordinates the revision of school bus driver handbooks, inspection and emergency procedures, safety procedures, and other handbooks and bulletins.

Coordinates, schedules, and evaluates the training of students in the Safe Riding Instruction Program and various other District programs.

Evaluates accident reports for purposes of determining training needs.

Prepares and coordinates with personnel a variety of correspondence, data, reports, notices and memoranda to enhance training activities.

May act for Transportation Services Division administrators in case of absence or as necessary.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Transportation Services Manager manages and participates in the scheduling, conducting and assessment of bus driver training programs and student training activities, and provides technical direction on training methods, procedures, and formats to employees conducting Transportation Services Division training programs. The Assistant Transportation Services Manager assists the Manager in the performance of duties.

A Driver Trainer (Bus-Truck) trains District bus and truck drivers and contract bus drivers in safe and efficient driving practices and in various laws, rules, regulations, and policies pertaining to transportation.

## SUPERVISION

The Transportation Services Manager receives general supervision from the Deputy Director of Transportation or Director of Transportation. The Assistant Transportation Services Manager receives general supervision from the Transportation Services Manager. The Transportation Services Manager and Assistant Transportation Services Manager both exercise supervision over technical and clerical personnel; technical supervision is exercised over training activities performed by Driver Trainers (Bus-Truck) and bus drivers.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Motor Vehicle Code, Handbook for School Bus Drivers of the Los Angeles Unified School District, traffic ordinances of the City and County of Los Angeles, and California Highway Patrol and federal regulations pertaining to student transportation
- District regulations governing transportation operations
- Safety rules and practices related to bus and truck transportation operation
- Principles and methods of skill training to operate buses
- Types and availability of resource materials related to instruction and training of drivers
- Developments in the field of employee training
- File maintenance and office procedures
- Duties performed by bus drivers

### Ability to:

- Write clear, concise reports and prepare correspondence
- Schedule and organize training programs for bus drivers
- Determine training needs and evaluate training programs including the effectiveness of instructors
- Use good judgment in recommending appropriate administrative actions
- Maintain good relations with the public, District personnel, and representatives from State and City agencies
- Supervise and coordinate the work of others
- Make sound decisions under pressure of emergency situations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, public administration, transportation management, or a related subject. Additional qualifying experience may be substituted from the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent proficiency is met.

## Transportation Services Manager

### Experience:

Three years of supervisory experience in a transportation facility or agency performing work involving the evaluation of accident data and reports or safety inspections of motor vehicles; and the training of bus drivers.

## Assistant Transportation Services Manager

### Experience:

Two years of supervisory experience in a transportation facility or agency performing work involving the evaluation of accident data and reports or safety inspections of motor vehicles; and the training of bus drivers.

### Special:

A valid California Driver License.

A valid California State Department of Education Bus Driver Instructor Certificate. Five years of experience training others to drive buses or to be bus driver instructors may be substituted for the required certificated.

## SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Establishment of New Class

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JPK