

ADMINISTRATOR OF TRANSPORTATION

DEFINITION

Under general direction of the Director of Maintenance, Operations and Transportation, is responsible for managing, coordinating and directing the District's pupil transportation program and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- x provides ongoing reviews of

organizational structure, staffing and departmental policies and procedures, including performance evaluations.

- x Develops and implements District pupil load, service, extensions, modifications and other phases of transportation operations.
- x Manages the legal and operational requirements of students with disabilities, including the transporting of the medically fragile passengers.
- x Prepares and administers contract specifications and documents, vendor service agreements, rate adjustments and compliance with contract specifications for pupil transportation services.
- x Prepares general fund budget proposals, purchases of school buses and other District vehicles relating to support facilities and activities.
- x Manages departmental expenditures and ensures prudent fiscal management in the application of as

Oversees and manages the Federal Department of Transportation mandated Drug and Alcohol Testing Program.

