

**Director of Transportation**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Transportation**

**TITLE:** Director

**QUALIFICATIONS:**

1. Master's degree in business, transportation analysis, or related field or equivalent combination of education and experience.
2. Five years' experience in student transportation administration.
3. Valid North Carolina driver's license.

**REPORTS TO:** Assistant Superintendent of Operations

**JOB GOAL:** To provide leadership in managing, directing, and coordinating safe, efficient, and economical operation of the school and activity bus transportation system.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to transportation of students.
2. Leads and coordinates effective management and continuous improvement of student transportation operations.
3. Maintains and operates a safe, fiscally sound, and efficient transportation program. Develops and administers departmental budget and coordinates departmental purchases.
4. Coordinates recruitment, training, and assignment of departmental personnel.
5. Assumes responsibility for on-going communication with media, Board of Education, and community regarding transportation related issues.
6. Assumes responsibility for maintenance and record-keeping for the school system's bus fleet.
7. Maintains safety standards in compliance with state and insurance regulations and develops a program of preventative maintenance and safety.

8. Develops bus routing for all school district's eligible students.
9. Develops on-going in-service program for school bus drivers, mechanics, and staff covering safety, student management, care of equipment, and interpersonal skills.
10. Oversees the development of school bus safety and education programs for schools.
11. Implement the district's student discipline policy and communicates to students expected behavior when using district transportation. Reviews student behavior reports and conducts meetings with school administration and drivers on disciplinary issues
12. Develop methods for interaction between employees and managers concerning job responsibilities to enhance job satisfaction; solve job-related problems and improve organizational effectiveness; assist in creating an environment that emphasizes a commitment to service.
13. Maintains lines of communication with appropriate officials for reporting hazardous road or traffic conditions. Advise administration about inclement weather conditions that may result in the closing of schools.
14. Assist with gathering information in investigations of school accidents and student safety violations.
15. Consults with central office, principals, parents, and the public to recommend and advise on transportation issues.
16. Develops and maintains a competent and diverse staff committed to providing safe and reliable transportation.
17. Performs related duties and responsibilities as requested by the Assistant Superintendent of Operations.
18. Inventory Management: Maintain current inventory of supplies and parts to avoid ordering delays; Recommend disposal of obsolete or worn-out vehicles and equipment; recommend purchase of vehicles as necessary; and maintain an annual replacement program for school buses and white fleet vehicles.
19. District white fleet: Direct repairs of district owned vehicles; process vehicle repair request and prioritize work; contract for services that cannot be performed in shop; and monitor fuel deliveries and distribution.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA V

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrates functional knowledge of computerized routing systems in student transportation.
- Demonstrates functional knowledge of laws, policies, and procedures related to transporting school-age children.
- Demonstrates functional knowledge of budget preparation and implementation based on funding efficiency formula.
- Demonstrates general knowledge of the methods, tools and equipment used in the repair of light and heavy vehicles.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.