

**POSITION TITLE:** Director of Transportation and Fleet Management Services

**QUALIFICATIONS:** Bachelor's degree in business administration or management, transportation management, public administration, public transportation services or a related area. A minimum of five years recent successful experience relating to pupil transportation for a large urban public school district as Director, Assistant Director, or an equivalent administrative position required. Must have considerable knowledge of school bus transportation program administration and extensive leadership experience with providing transportation services for a large urban school district with geographically dispersed schools. Exceptional communications, customer and public relations skills along with executive level research, staff and organizational development and strategic planning skills are a necessity. Must have considerable knowledge of the principles, practices and procedures to successfully lead and manage a pupil transportation operation with a \$16 million budget and 300 full and part-time personnel. Must possess the ability to effectively lead and supervise the activities of supervisors and office personnel providing comprehensive transportation services, making over 500 daily runs transporting over 20,000 students daily. Must have some knowledge of the streets in the City of Richmond. Must have working knowledge of personal computers and software applications. Comprehensive knowledge of state and federal mandates and regulations regarding school bus transportation safety and operation of other school board vehicles is required. Must have the ability to effectively manage the transportation services budget and financial operations and provide sound, logical recommendations concerning expenditures and manage and oversee Fleet Management Services. Necessary Special Requirement: Possession of a valid Class B Virginia Commercial Driver's License with S and P endorsement, or ability to obtain such a license within sixty days of employment.

**PERFORMANCE EXPECTATIONS:** Manages pupil transportation services to provide students with safe, efficient and cost effective transportation. Directs and coordinates all aspects of the transportation function; develops and publishes school bus routes and schedules; schedules transportation for field trips, activity trips and other transportation requests for school bus and school board vehicle use. Provides safety training to operators, monitors, and other personnel in the division. Ensures that appropriate maintenance is provided for school buses and other school board vehicles. Coordinates with commercial carriers for specialized services and effectively plans for future transportation needs of the school district. Coordinates with administration staff on various transportation programs and effectively resolves problems with school bus and school board vehicle transportation services and manage Fleet Services. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs professional work directing the Department of Pupil Transportation. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Chief Operating Officer

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 133

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt