

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

- (1) Bachelor's from an accredited education institution or equivalent skills in administration or management.
- (2) Minimum of five (5) years experience as a supervisor at district level.
- (3) Evidence of a high level of skills as an effective administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in office management skills and practices. Knowledgeable in the safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations of transportation. Ability to supervise transportation/fleet service workers. Possess organizational skills. Knowledge of Federal, State and local laws and regulations affecting maintenance standards for vehicles owned by the school districts.

REPORTS TO:

Chief of Operational Services

JOB GOAL

To assist the superintendent in providing a safe and well managed operational transportation and fleet services for Flagler County Schools.

SUPERVISES:

Transportation staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate and administer a viable transportation/fleets services program.
- * (2) Coordinate and administer a bus routing system.
- * (3) Recruit, train and supervise all transportation/fleet personnel.
- * (4) Promote high standards of safety and good housekeeping methods in all work connected areas.
- (5) Assist with the development of the department budget.
- * (6) Supervise the preparation of the transportation payroll.
- * (7) Authorize purchases as required.
- * (8) Establish and maintain effective working relationships with drivers, mechanics and their supervisors.
- (9) Develop a program of preventive safety.
- (10) Assist in solving discipline problems occurring on school buses.
- (11) Serve as a liaison with student, parents, school administrators and bus drivers
- * (12) Complete, submit and dispatch all required reports in an efficient and timely manner.
- * (13) Assist in the development, implementation and evaluation of staff development activities.
- (14) Monitor weather conditions and reports as required.
- * (15) Use positive, effective interpersonal communication skills.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

DIRECTOR TRANSPORTATION/ FLEET SERVICES (Continued)

(17) Maintain effective relations with parents, employees and the public.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Flagler Schools Strategic Framework – Operational Services

Salary Lane: Non School-Based Admin AQZ