

ASSOCIATE DIRECTOR OF TRANSPORTATION

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Director of Transportation

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Assists in planning, directing, and coordinating all functions of the department including driver and staff supervision. Assists in: driver training, testing, and certification; dispatching and routing; transportation safety; driver communication and response; supervision of vehicle maintenance; and, development and administration of student behavior and accountability management procedures as it relates to student transportation.

Part II: Supervision and Controls over the Work:

Serves under the administrative supervision of the Director of Transportation. Is held responsible for results in terms of effectiveness of planning, compliance with policies, and programs, quality of supervision, and contribution to achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Operations:

- a. Develops, coordinates, initiates, and delivers a bus driver training program.
- b. Participates in parent/student conferences to resolve and/or prevent student misconduct issues that arise during student transportation.
- c. Serves as liaison to resolve issues between drivers, staff, and patrons.
- d. Collects data, develops, and provides timely and accurate transportation reports.
- e. Assists in planning and implementation of department technology.

- f. Investigates and resolves student injury and vehicle accident reports.
- g. Responds to accidents and emergencies, assist in accident investigation and accident reporting.
- h. Assists in establishing performance standards and supervising operational care, servicing, repair and maintenance of all transportation vehicles.
- i. May be required to operate a school bus on a periodic basis.
- j. Assists the Director of Transportation with personnel management.

2. Staff Supervision:

Assists Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Evaluating the need for, developing, and delivering staff training. Assuring that all mandatory safety training is provided and completed in a timely manner.
- c. Participating in the establishing of bus routing for efficiency, economy, and student safety.
- d. Fostering effective teaming and collaboration within the staff.
- e. Creating effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
- f. Creating an environment in which staff can provide open and candid feedback and suggestions on Transportation service operations and issues. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
- g. Participating in the performance evaluation of staff to include intervention when performance fails to meet expectations.

3. Customer Service and Communication: Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers. Assists in preparing school and parent communications. Responds to school and parent inquiries.

4. Accounting and Budgeting: Participates in department budget preparation, and in assuring

that the department operates in conformance with the approved budget and financial control requirements.

5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of program effectiveness and/or changing needs. Assists in researching and evaluating equipment needs and recommending purchase and replacement of equipment to maintain effective operations and safety.
6. Leadership: Serves as acting Director in the Director's absence.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Four (4) years of post-high school education, or equivalent work experience, in management, business, or related fields to transportation management or in different leadership capacities.
3. Minimum of four (4) years of progressively responsible experience in public transportation of which at least two years involved management and/or leadership responsibilities.
4. Knowledge of safety standards, laws, codes, rules, policies and regulations relating to pupil transportation.
5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines.
9. Demonstrated leadership and supervisory ability.
10. Possess a valid state driver's license, a Commercial Driver's License, and a safe driving record.

11. Possess or be eligible to obtain in a timely manner a School Bus Driver's Certificate and appropriate licensing endorsement.
12. Valid state driver's license.

Part V: Desired Qualifications:

1. Bachelor's or master's degree
2. Experience in K-12 pupil transportation.
3. Bilingual ability in language(s) appropriate to the District's student and parent demographics.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds and may be required to lift and or move at higher weight levels involving students in emergency situations.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Exposure to heat and cold when visiting and assessing work sites or operating equipment out of doors.

Work in and around high risk environments including moving vehicles, power equipment, heated surfaces, fluids, exhaust fumes, and potentially dangerous floor conditions. May be required to wear safety equipment when at work sites.

May be exposed to infectious disease when assisting directly in student transportation.