

## DIRECTOR OF TRANSPORTATION

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Assistant Superintendent of Finance & Operations

Employee Group: NCAA

FLSA Status: Exempt

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:**

Responsible for planning, management, operation, and supervision of the district transportation program. Establishes and sustains a level of operations and service that ensures student safety and supports to a positive educational environment.

### **Part II: Supervision and Controls over the Work:**

Serves under the broad guidance and administrative supervision of the Assistant Superintendent of Finance & Operations. Is held responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of management goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of the Superintendent and Assistant Superintendent, policy direction of the School Board, and compliance with state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities:**

The Director of Transportation is responsible for:

#### Program Management:

##### 1. Program Leadership:

- a. Supervises the routing department in the planning of bus routes, schedules, and stops to comply with policies provided by the Board of Directors, state departments and agencies. Supervises dispatch department ensuring all routes and trips are assigned and covered. Supervises the bus driver training safety programs in compliance with state laws. Supervises the transportation maintenance and preventative maintenance and repair of the district's vehicles and associated equipment. Supervises office staff and associate directors in the management of operations and drivers.

- b. Develops specifications in conjunction with users and purchasing department for the acquisition of vehicles and associated equipment. Plans for and makes recommendations for the timely replacement of vehicles and associated equipment.
- c. Develops guidelines for operators of district vehicles, which include, but are not limited to, operation procedures, licensing, and operator responsibilities and expectations.
- d. Ensures compliance to state law with regard to licensing, registration, and operation permits for all district vehicles.
- e. Coordinates the safety and training on all vehicle accident investigations and coordinates proper reporting to law enforcement and insurance agencies. Initiates corrective action when appropriate.
- f. Coordinates the efforts of school officials, parents, students, and drivers in an effort to resolve or prevent discipline problems or other unsafe conditions in the student transportation system.
- g. Monitors and makes recommendations to ensure that the district's radio communications system is functioning at an appropriate level to provide communications during emergencies and day-to-day operations.
- h. Provides leadership for the district's emergency preparedness system through planning and coordination of training.
- i. Maintains a close working relationship with state departments and agencies to provide input on transportation costs, state funding formulas, driver training, and state regulations.
- j. Meets with transportation personnel from other districts for pooling of experience, solving of problems, and making recommendations for state and federal transportation policies.
- k. Keeps the District leadership informed on developments and changes in transportation services provided by other district, personnel changes, and needs of the department.
- l. Collects data and develops all required bus transportation reports with extensive use of data processing. Ensures that all required reports are submitted to the proper agencies on a timely basis.
- m. Establishes and maintains a good public relations program designed to promote understanding of and support for the school transportation system.
- n. Participates in or contributes to employee labor contract negotiations.

2. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public education and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations in operations and the impact those demands and expectations will have on assigned programs. Maintains a program of inspection of equipment to determine need for update, repair, and replacement. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
3. Work and Financial Management: Develops, recommends, and defends the proposed budget. Administers the approved budget in compliance with budget decisions, program objectives and priorities, and district financial management and fund control processes and procedures. Implements and applies software systems to achieve and sustain the most efficient and economical method of operation and service delivery.
4. Policy Formulation and Guidance: Recognizes the need for and formulates policies necessary to implement district goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
5. Labor Relations: Continually monitors the application of policies and agreements to identify when changes are needed to respond to and achieve the vision and goals of the department. Assists in developing bargaining strategies to provide for effective and efficient operation of the department. Assures compliance with negotiated agreements.
6. Program Direction and Staff Supervision: Organizes, directs and staffs the organization. Assures that functions are effectively structured and work procedures are in place to achieve a high level of integration and synergy across program functions. Structures positions and identifies skill sets essential to the development and delivering of quality programs and services. Recruits and places staff members based on both skills and values essential to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for professional development of staff members that will foster the achievement of department goals and objectives. Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.
7. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

8. Safety: Serves as first responder to emergency and after hour situations.

**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. Bachelor's degree in business (or related field that provided leadership and management skills to plan and direct a business operation). Management, supervisory, or administrator experience that provides comparable leadership and management skills may substitute for the educational requirement of a bachelor's degree. This may include a combination of years of academic study and years of work experience.
3. Minimum of three (3) years of transportation management experience including staff supervision.
4. Strong analytical, program management and supervisory skills.
5. Strong understanding of "client-centered" support.
6. Effective oral and written communications.
7. Strong knowledge of federal and state transportation and safety requirements concerning school bus operations.
8. Ability to work both independently and cooperatively.
9. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
10. Demonstrated supervisory ability.
11. Valid state driver's license and commercial driver license and safe driving record.
12. May be required to participate in random drug testing program.

**Part V: Desired Qualifications:**

1. Master's degree or equivalent with a combination of education and experience in areas of transportation, business, management, or related fields.
2. Successful experience in an educational environment.

**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.

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

May be exposed to indoor and outdoor working conditions which include temperature variations and exposure to mechanical fluids and fumes.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.