

School District of Franklin County  
Job Description  
**TRANSPORTATION MANAGER**

APPROVED  
FRANKLIN COUNTY  
SCHOOL BOARD  
9/10/2020

**MINIMUM QUALIFICATIONS:**

1. Associate degree preferred in business management or direct work experience or certifications required
2. Minimum of three (3) years supervisory experience required
3. Computer proficiency required
4. Complete application with 3 work related references
5. **Or such qualifications as approved by the Board**

**PREFERRED QUALIFICATIONS:**

1. Possession and maintenance of a valid Commercial Driver's License (CDL) with P and S endorsements

**KNOWLEDGE, SKILLS AND ABILITIES:** Demonstrated leadership and management ability.

Ability to plan, control, direct and staff a department. Ability to recruit, select and evaluate personnel. Ability to communicate effectively with school administrators, employees and the public. Ability to work with diverse groups, and effectively communicate, both orally and in writing. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. Ability to conduct accident investigations; skill in preparation of routine correspondence in support of transportation services. Knowledge of procedures essential to the upkeep of the School Board fleet. Knowledge of inventory practices and procedures. Knowledge of safety rules, procedures, and regulations. Knowledge of federal, state and local regulations affecting maintenance and safety standards for vehicles owned by the School District.

**REPORTS TO: Director of Facilities, Maintenance and Transportation**

**JOB GOAL**

To assist in providing safe, efficient and professional transportation services for Franklin County School District students to include maintaining a safe and efficient School Board fleet while complying with applicable federal, state and local regulations.

**SUPERVISES:** Transportation Secretary, Bus Drivers and Mechanic

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

1. Assists in the overall transportation program, including program planning/implementation and evaluation to meet requirements of the daily instructional program and extracurricular activities.
2. Assumes responsibilities for transportation in the absence of the Director.

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3. Organize, assign, oversee and regularly evaluate work of transportation mechanics; interview and recommend employees for hire and disciplinary actions; conduct annual employee evaluations and when necessary develop corrective action plans.
4. Assist in the development and management of a bus routing system that considers and recommends special services, bus routes and route extensions.
5. Assist in the inspection of and monitor conditions at bus stops and school loading zones.
6. Maintain student bus rosters and participation logs for State and District reporting purposes.
7. Execute all jobs in a safe, efficient and high quality manner.
8. Monitor condition of buses and other District-owned vehicles, note deficiencies and take the necessary steps to prioritize and correct deficiencies.
9. Manage the purchase, replacement, inspection, reactionary and preventative maintenance and repair of school buses and other vehicles owned by the District.
10. Ensure all bus inspections are completed and up to date as required by state regulations and take corrective action
11. Maintain records related to inspection, maintenance and repair of buses and other vehicles as well as student bus and assignment duties.
12. Oversee purchase and maintain inventory of parts, materials, tools, fuel and supplies.
13. Assume responsibility for inspection of school buses and other vehicles as required by law.
14. Maintain records on inspection and repair of vehicles.
15. Respond appropriately to all emergency situations
16. Coordinate with Director of Facilities, Maintenance and Transportation to prepare and oversee budgets for transportation.
17. Assist with bids, evaluation and/or purchase of supplies, materials and equipment.
18. Arrange for substitute bus drivers as needed
19. Investigate requests or complaints relating to transportation and respond or make recommendations to appropriate administrator.

**Leadership and Strategic Orientation**

20. Conduct periodic studies for purpose of improving delivery of transportation services.
21. Assist in the determination of transportation impact on locations for instructional programs.
22. Assist in the development of policies and administrative guidelines for Transportation Services including requirements associated with the American Disabilities Act and OSHA.
23. Assist in the development of short- and long-range District plans.
24. Anticipate potential problems and design processes and procedures to address them.
25. Exhibit support for the District's vision, mission, goals and priorities.

**Inter / Intra-agency Communication and Delivery**

26. Report and confer regularly to supervisor on problems and status of work.
27. Supervise and interact with mechanics, mechanic helpers and other personnel.
28. Interface effectively with outside agencies.
29. Communicate through proper channels to keep appropriate persons informed of impending problems or events of an unusual nature.

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30. Respond to inquiries or concerns in a timely manner.

**Professional Growth and Improvement**

31. Promote and support professional development for self and others.
32. Plan and provide inservice activities for assigned personnel
33. Manage and administer personnel development through training, inservice and other developmental activities.

**Employee Qualities / Responsibilities**

34. Participate in training and assist in providing training for bus drivers and transportation mechanics.
35. Report to work punctually and regularly.
36. Display an appropriate work ethic.
37. Follow School Board and Transportation Department policies and procedures and all applicable state and federal laws and regulations.

**System Support**

38. Prepare all required reports and maintain all appropriate records.
39. Respond to matters that need immediate attention in the absence of the Superintendent.
40. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
41. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice as to the impact to the District and transportation.
42. Maintain positive relationships with outside agencies.
43. Represent the School Board in an appropriate manner.
44. Perform other incidental tasks consistent with the goals and objectives of this position.
45. Perform other tasks and assume other responsibilities as may be required by the superintendent

**PHYSICAL REQUIREMENTS:** Employee must regularly lift and/or move up to 50 pounds. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch or crawl.

**TERMS OF EMPLOYMENT:** 12 Month

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

**EVALUATION:** Annually by assigned administrator

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