

74007

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

TRANSPORTATION MANAGER

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Five years experience as bus driver.
- (3) Working knowledge of routing and school district transportation procedures.
- (4) Possess Commercial Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida statutes, State Board rules and School Board policies pertaining to school transportation. Ability to analyze problems, determine solutions and implement procedures to resolve problems. Must be capable of effective communication. Knowledge of traffic patterns, and population distribution in Bradford County. Knowledge of school transportation systems and equipment. Ability to plan and schedule a District-wide bus routing program. Ability to utilize technology to enhance management of the department. Ability to plan, manage and supervise personnel.

REPORTS TO:

Supervisor of Facilities, Maintenance & Transportation

JOB GOAL

To contribute to the efficient operation of Transportation Services through safe and efficient operation of buses.

SUPERVISES:

Bus Drivers and support personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in coordinating transportation services for public schools in assigned area.
- * (2) Implement needed changes for improving routes and loading areas, and initiate such practices as necessary.
- * (3) Maintain records relating to administration, driving, scheduling, routing, FTE reporting, Medicaid billing, and maintenance of buses, and direct others in keeping such records.
- * (4) Monitor *and maintain* school bus routes after student numbers, school boundaries, and districts have been established.
- * (5) Assist in establishing and developing plans for improvement in the efficient operation of transportation services.
- * (6) *Evaluation* of bus drivers and attendants.
- * (7) Coordinate scheduling of field and activity trips.
- (8) *Responsible for daily dispatch operations*
- (9) Communicate and coordinate with school principals in scheduling bus routes / times, and resolving bus discipline problems.

TRANSPORTATION MANAGER (Continued)

- (10) *Review all tapes and digital recordings for disciplinary action and make discipline recommendations to school administrators.*
- *(11) *Resolve or recommend solutions to issues relating to student / parental complaints.*
- *(12) *Recruit and recommend persons to fill driver, attendant, and substitute positions.*
- (13) *Coordinate with Human Resources to Ensure that proper background checks are made before drivers, substitutes, and attendants begin work.*
- *(14) *Ensure that transportation employees receive required training by planning and conducting such training.*
- (15) *Recommend changes in procedures to the Supervisor of Facilities, Maintenance & Transportation*
- (16) *Perform other incidental tasks consistent with the goals and objectives of this position.*
- (17) *Attend all Individual Education Plan (IEP) meetings to coordinate student transportation.*
- (18) *Develop and oversee a bus routing system*
- (19) *Consider and recommend special transportation services.*
- (20) *Oversee the scheduling and driver assignments of special trips.*
- (21) *Inspect and monitor conditions at bus stops and school loading zones.*
- (22) *Prepare Florida Education Finance Program (FEFP) transportation reports*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently and/or up to 10 pounds of force 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

Job Description Supplement Code 9