Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Assistant Director of Transportation**

Qualifications:

Credentials: "B" C.D.L. with passenger endorsements.

Education: Bachelor's degree in Business, Education, Administration or related field or equivalent work experience desired.

Training or Experience Required: 5-7 years related experience. Education can qualify for experience on a year for year basis up to four years.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use makes presentations or provide inservice training.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, maps, plans, contracts, regulations.

Business Machines (like computers, copiers, etc.): Uses business machines that can be learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, CRT/computers (prior experience necessary to operate district's computerized transportation management program).

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring some training or instruction. Must be able to operate a school bus and office equipment.

Must be able to organize work; make managerial decisions; must be able to establish effective, positive public relation with parents, school administrators, and employees.

Site: Transportation

Reports To: Director of Transportation

Job Goal (Purpose of Position): Performs supervisory and some administrative level duties under limited supervision to assist Director in administering the school district's transportation system to provide optimum safety, service, and efficiency. To prepare and train bus drivers and assistants; to provide inservice training; and act as a liaison between parents and transportation department.

An incumbent in this position develops policies and procedures. Due to the level of position, the incumbent is required to use discretion, ingenuity and independent judgment in resolving problems and administering the transportation program.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Must be able to answer information requests from the public interpreting and translating facts and information, explaining situations and concerns and advising them of alternative courses of action. Must be able to handle complaints and deal with parents and callers. Must use tact and diplomacy, independent judgment, and problem solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling or mediation techniques as appropriate.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to handle callers, parents, and other parties. It requires developing proper safety guidelines and policies and making sure subordinates follow these policies. It requires maintaining proper school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are critical to handle discipline, grievances, and to motivate a large staff of employees.

Essential Job Functions:
Assists the Director with:

1. Recruiting/screening, training, disciplining; performs evaluations and supervises department employees. Keeping personnel records and preparing payroll documentation.

2. Developing and overseeing the establishment of bus routes, maps and scheduling of employees. Scheduling substitute drivers. Planning and supervising necessary shuttles. Cooperates with school principals and others for the scheduling of activity trips.

3. Developing department budget and ensuring that expenditures are within departmental guidelines. Developing the transportation program to meet instructional and extra curricular needs.

4. Handling community/school relations and communications. Overseeing or handling all complaints and complex inquiries from the public, parents, etc. Acts as a liaison between parents and bus drivers concerning discipline and oversees the discipline of students for bus rule infractions.

5. Assists in training drivers and assistants and providing inservice instruction.

6. Conforms with all state laws and regulations and completes all necessary reports and records: such as yearly gas consumption, accident, workers' compensation, insurance, title and tax, and state department reports. Must be proficient on computerized transportation management program. Assists with enforcement of departmental policies and procedures.

7. Works with the school administration to plan, develop, and implement a transportation program concerning equipment and staffing to meet future needs due to changes in demographics. Works with City and other officials to help implement the program.

8. Works with Director to ensure that all school-owned equipment is properly insured, titled, and licensed; to ensure that drivers are properly licensed; to maintain safety standards in conformance with State and insurance regulations.

9. Develops and administers a program of preventive safety.

10. Attends district meetings and keeps current on changes in transportation technology, rules, and regulations.

11. Advises Superintendent/Designee or Director of Transportation on road hazards for decision on school closing during inclement weather.

12. Performs additional duties as assigned.

Supervision exercised: An incumbent supervises a large staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Has responsibility to assist Director to recommend discipline and evaluation of employees.

Physical/Mental Requirements and Working Conditions:

The incumbent must possess the ability to drive a bus, however, the employee's job is generally in the office. See bus driver job description for physical requirements associated with bus driving. Employee must have manual/hearing/speaking/seeing ability sufficient to operate bus effectively, operate computer, use telephone, 2-way radio, communicate with employees and the public. Employee must have mental requirement to handle stress of the job, apply reasoning and self-control under adverse conditions. Employee is subject to call out and overtime work.

TERMS OF EMPLOYMENT:	250 Days Salary to be established by the Board.
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 08-09-93
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