Adams12 Five Star Schools

**Job Description**
Updated/Revised: **July 2026**

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|---|---|---|---|
| Job Title: | **Manager, Transportation Operations** | Job Code: | **3057** |
| Job Family: | **Non-Certified** | FLSA Status: | **Exempt - E** |
| Pay Program: | **Administrative** | Pay Range: | **L14** |
| Typical Work Year: | **12 months** | | |

**SUMMARY:** Provide supervision and support to transportation employees performing the daily activities of the Transportation Department in line with departmental goals, practices and procedures. Specific duties include supervising the operations department, evaluating and coaching bus drivers and assistants; resolving student, school, parent and community concerns related to safe and efficient student transportation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|---|---|
| 1. Supervise and coordinate student transportation and ongoing operations through the operations staff. Develop and monitor district bus routes/stops that provide safe and efficient transportation of students. Supervise, set schedules, expectations and guidelines for bus drivers, assistants and operations staff according to state, federal and district regulations. Schedule buses for district and non-district activities. Work closely with the transportation and fleet operations director. | D | 40% |
| 2. Plan transportation services for all bus routes, both long and short term. Research school times, boundaries, walk distances, services, and costs. Coordinate, develop, implement and supervise transportation scheduling methods, including route development for regular and special education to conform to all state, federal and district regulations through the use of district information technology systems. Develop alternate methods of transportation for our-of-district and non-required programs. | D | 30% |
| 3. Identify areas needing additional training, redirection, and support for drivers and assistants to be successful. Provide direct communication, coaching and support for these areas. Provide an extended support system for parents, students and the public to address concerns that arise from daily operations, which may include conflict resolution related to student management issues, assisting with student behavior plans, and investigation of potential or real violations of policy and/or rules. | D | 10% |
| 4. Monitor driver and assistant attendance. Responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay. Advise drivers and assistants of corrections or concerns. Direct or discipline drivers and assistants as needed. | W | 8% |
| 5. Attend district and other meetings and conferences and serve on committees which may include, but not limited to, SAC, CSPTA, RMFMA, MATES, and Colorado Department of Education (CDE). Plan in-service meetings. Identify areas of focus based on department and employee needs. | M | 5% |
| 6. Prepare documents and reports as necessary to include budget cost saving scenarios. Assist to compile information for CDE 40 count. | M | 5% |
| 7. Provide coverage for other department administrators as needed. Perform other duties as assigned. | Ongoing | 2% |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in business or related area. Equivalent relevant experience may be substituted for this requirement.
- Minimum of three (3) years of experience in business administration and management.
- Minimum of three (3) years of experience in transportation.
- Experience with and knowledge of bus driving, student management, fleet maintenance, and special needs equipment.

- Must complete the District courses "Facilitating Improved Performance," "Progressive Discipline, Conflict Management," "Interviewing & Hiring" and "Classified Evaluation System" within one year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license required.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of Colorado Department of Education (CDE), Department of Transportation (DOT), Federal Motor Vehicle Safety Standards (FMVSS) and Individuals with Disabilities Education Act (IDEA) regulations.
- Conflict resolution skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain accurate logs of daily events, bus assignments, route coverage, activity coverage, etc.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for education al enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | JOB CODE |
|---|---|---|
| **Reports to:** | Transportation & Fleet Operations Director | 5010 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|---|---|---|---|
| **Direct reports:** | Bus Driver | 140 | 1602 |
| | Bus Assistants | 60 | 1255 |

- Supervisory responsibilities include daily management of operations, hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Participate in planning, implementation and initiating requisitions.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands and fingers, to handle or feed | | | | X |
| Reach with hands and arms | | | X | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Hear | | | | X |
| Taste | X | | | |
| Smell | | X | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | X | |
| Instruct | | X | | |
| Compute | | X | | |
| Synthesize | | X | | |
| Evaluate | | | X | |
| Interpersonal Skills | | | | X |
| Compile | | X | | |
| Negotiate | X | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | | X | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |