Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Transportation Operations Manager**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**Schedule A/P, Grade N**
Prepared/Revised Date:	**June 27, 2025**	Job Code:	**61322**

SUMMARY: Responsible for the day-to-day operations of the Transportation Department. Provide supervision and support to transportation employees. Specific duties include supervising, evaluating and coaching bus drivers, paraprofessionals and other Transportation Department staff and resolving student, school, parent and community concerns related to safe and efficient student transportation. Advise and assist Transportation Director and work on special projects.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Supervise, coordinate, evaluate, and oversee the daily activities of dispatch staff, trainers, activity scheduler, supervisors, bus drivers, and paraprofessionals. Monitor district bus routes/stops to ensure safe and efficient transportation of students. Supervise, set schedules, expectations and guidelines for bus drivers, paraprofessionals and other transportation staff according to state, federal and district policies and regulations. Monitor scheduled buses for district and non-district activities. Work closely with the vehicle maintenance manager and transportation director.
2. 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 using district information technology systems.
3. Identify areas needing additional training, redirection, and support for drivers and paraprofessionals 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.
4. Monitor transportation staff attendance. Responsible for review, approval and verification of reported time in district time and attendance system. Prepare and analyze time and attendance reports. Advise transportation staff of corrections or concerns.
5. Work collaboratively with director and management team on policy and procedure reviews. Coordinate job assignments, hiring, discipline, and terminations. Document all personnel actions and attend personnel hearings.
6. Attend district and other meetings and conferences and serve on assigned committees. Conduct terminal meetings and in-service meetings to disseminate information, solicit input, and maintain employee communication.

7. Assist director of transportation in day-to-day operations and act as interim director when the director is absent. Assist the director in emergency situations in response to needs of the district and community incident response program, including closure of district facilities during inclement weather.
8. Work after hours and act as on-call liaison for department whenever school buses are operating.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent plus specialized training courses in leadership, business management or related field required, Bachelor's degree preferred
- Minimum of three years of progressive experience in school transportation, fleet management or related field
- Minimum of three years of experience in a supervisory or management position, including direct experience with hiring, evaluating and handling employee issues for a large staff

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Commercial Driver's License (CDL) Class B with P2 and S endorsement preferred
- Must meet District driver insurability requirements
- Must be able to pass a post offer pre-employment Department of Transportation (DOT) physical
- Must attend mandatory reasonable suspicion training according to federal regulations

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills desirable
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Strong leadership and administrative skills with ability to mentor and advise subordinates
- Extensive knowledge of all relevant state and federal laws regarding student transportation including DOT regulations, and Poudre School District and Transportation Department policies and procedures pertaining to school bus transportation
- Maintain a professional relationship and be a positive role model for all department employees
- Ability to maintain honesty and integrity in all aspects of the job

- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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 and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to safely operate a school bus

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Transportation	
Direct reports:	Transportation Supervisors	4
	Dispatcher	3
	Activities Scheduler	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading the bus

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		

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

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	