Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Bargaining Unit: Confidential Manager
FLSA Status: Exempt
Salary: Column G

JOB TITLE: Transportation Manager **REPORTS TO:** Operations Administrator

GENERAL DUTIES SUMMARY:

The Transportation Manager supervises, directs, and coordinates all components of transportation for students with special needs and coordinates all other transportation services with the District's contractor. This position ensures all student transportation needs are met while maintaining safety and efficiency for approximately 7,100 students daily. Additionally, the manager oversees classified staff in the mail department, textbook pickup, and District courier services.

SUPERVISORY RESPONSIBILITIES:

This position manages and supervises approximately twenty employees in the transportation and courier departments. Responsibilities include interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints or resolving problems. All supervisory duties are carried out in accordance with organization policies, applicable laws, and collective bargaining agreements.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Ensure the safety and efficient transportation of approximately 7,100 students to and from school daily.
- Determine school bus routes for both District-operated and contracted transportation, including home-to-school, field trips, activity trips, and summer programs.
- Serve as the primary District liaison with the student transportation contractor to coordinate services.
- Review bus routes and stops for safety using automated routing systems.
- Establish and monitor work procedures, schedules, and administrative directives for clerical and transportation operations.
- Oversee compliance with minimum driver standards according to state law and district policies and procedures.
- Study and standardize procedures to improve subordinate efficiency and set individual performance goals.
- Evaluate, guide, direct, and train staff, including the development of assistance programs for workers failing to meet standards.

- Maintain harmony among workers and resolve grievances in accordance with contractual agreements.
- Resolve transportation-related issues with employees, students, and patrons utilizing effective interpersonal skills.
- Assure district-wide compliance with all safety and emergency transportation procedures and protocols.
- Coordinate the ongoing maintenance and repair of District-owned buses and vehicles.
- Compile and file all necessary state and federal reports to ensure regulatory compliance.
- Advise the Superintendent of road hazards and conditions related to inclement weather.
- Manage a department budget exceeding $1 million, including contracts, personnel, operations, and vehicle purchasing.

Marginal Duties and Responsibilities:

- Complete other responsibilities as necessary to meet the specific transportation goals of the District.

QUALIFICATIONS:

Minimum:

- Operational Excellence: Ability to standardize procedures and set performance goals to improve departmental efficiency.
- Adaptability: Willingness to work outside of standard hours to monitor road conditions or manage emergency transportation needs.
- Critical Decision-Making: Ability to make sound, high-pressure decisions regarding student safety and district operations during emergencies or hazardous weather conditions.
- Specialized Knowledge: Proficiency in automated routing systems and state/federal reporting compliance.
- Routing Software Proficiency: Demonstrated experience using automated routing systems to design and review safe bus routes.
- Data Management: Proficiency in using digital systems to compile and file state and federal reports.
- Certifications: Must possess a Commercial Driver's License (CDL) Class B; must be an ODE Certified Driver Trainer and an ODOT Certified Driver Classroom Instructor.
- Mathematical Skills: Ability to work with concepts such as probability, statistical inference, fractions, percentages, and ratios.
- Reasoning Ability: Ability to solve practical problems and interpret instructions in written, oral, diagram, or schedule form.
- Communication: Ability to read and analyze technical journals, financial reports, and legal documents; ability to respond to inquiries from customers or regulatory agencies.
- Conflict Resolution: Strong interpersonal skills to resolve grievances, maintain harmony among staff, and address complaints from parents and the community.
- Public Representation: Ability to effectively present information to top management, public groups, and the Board of Directors.

EDUCATION and EXPERIENCE:

A Bachelor's degree or one to two years of related experience and/or training; or an equivalent combination of education and experience.

WORKING CONDITIONS:

The physical demands described here 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.

- The employee is regularly required to talk or hear and frequently required to stand, walk, sit, and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift or drag up to 125 pounds. Specific vision abilities required include close, distance, and color vision, depth perception, and focus adjustment.
- The work environment involves moderate noise, mostly indoors, with occasional exposure to outside weather conditions.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____