

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR II – TRANSPORTATION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Business Administration, Transportation or related field; with successful administrative experience in a major school bus operation.
- (2) Academic course work or experience in accounting, finance or fleet management.
- (3) Minimum of five (5) years supervisory experience with responsibilities related to the transportation operations of a school district.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state law as it pertains to school transportation, traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and schedule a District-wide bus routing program. Experience with automated bus routing and optimization systems. Knowledge of vehicle service and maintenance techniques and procedures. Knowledge of safety standards for vehicles, transportation and inspection requirements. Ability to manage finances and a departmental budget. Ability to recruit, select, supervise and evaluate personnel. Ability to plan, manage, direct and staff a large department. Ability to communicate effectively with school administrators, employees and the public. Ability to utilize technology to enhance management of the department.

REPORTS TO:

Assistant Superintendent - Operations

JOB GOAL

To provide safe, efficient transportation for all students eligible for school bus transportation within the School District to enable them to take full advantage of the complete range of curricular and extracurricular activities offered by the District's schools.

SUPERVISES:

Managers V-Route
 Manager II - Garage
 Lead Drivers
 Clerical Staff

DIRECTOR II – TRANSPORTATION (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Develop, organize and administer a transportation program to meet the requirements of the instructional program and extracurricular activities, following appropriate federal, state and School board regulations, directives and policies associated with school bus transportation operations.
- * (2) Supervise the preparation of bus routes for all public schools in the District.
- * (3) Ensure that bus schedules are prepared and updated for all public schools in the District.
- * (4) Oversee the maintenance of all District-owned vehicles and develop plans for preventative maintenance, ensuring that the state-mandated school bus inspection program is followed.
- * (5) Prepare an annual school bus replacement plan and submit for approval.
- * (6) Supervise preparation of the transportation payroll on a monthly and biweekly basis.
- * (7) Authorize purchases in accordance with budgetary limitations and subject to rules, regulations and policies of the District.
- * (8) Maintain safety standards in compliance with state and issuance regulations and develop a program of preventative safety.
- * (9) Manage the Federal Drug and Alcohol Testing Program for District personnel required to hold a Commercial Driver's License (CDL).
- * (10) Assist in managing and overseeing the administration of agreements resulting from collaborative bargaining negotiations associated with school bus operation.
- * (11) Supervise preparation of a biweekly newsletter for dissemination to all transportation personnel.
- * (12) Participate as an instructor in the training of school bus operators and oversee the training program.
- * (13) Respond appropriately to all emergency situations.
- * (14) Investigate requests and complaints relating to transportation and respond or make recommendations as appropriate.
- * (15) Serve as a member of the Escambia / Santa Rosa Community Traffic Safety Team and other councils or committees as assigned or appropriate.

Inter / Intra-Agency Communication and Delivery

- * (16) Collaborate with other departments and divisions and work closely with school administrators and District staff in regard to school schedules and other transportation matters.
- * (17) Communicate with the news media on school bus issues as necessary.
- * (18) Serve as a liaison with the Florida Department of Education and other agencies for assigned areas of responsibility.
- * (19) Respond to inquiries or concerns in a timely manner.
- * (20) Keep the Director informed of potential problems or unusual events.

Professional Growth and Improvement

- * (21) Keep well informed about current trends and best practices in areas of responsibility.
- * (22) Maintain expertise in assigned areas to fulfill goals and objectives.
- * (23) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (24) Promote and support professional growth for self and others.
- * (25) Develop annual goals and objectives for professional growth consistent with and in support of District goals and priorities.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

DIRECTOR II – TRANSPORTATION (Continued)**Systemic Functions**

- *(28) Prepare the transportation budget and monitor its implementation.
- *(29) Recruit, train and supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(30) Prepare or oversee the preparation of all required reports and maintain appropriate records, including the Florida Education Finance Program (FEFP) survey data which is submitted electronically to the Florida Department of Education.
- *(31) Prepare and possess knowledge of automated routing system for route optimization.
- *(32) Represent, consistently, the District in a positive and professional manner.
- *(33) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(34) Provide leadership and direction for the assigned areas of responsibility.
- *(35) Provide leadership and guidance in the development of annual goals and objectives for the department.
- *(36) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(37) Assist in implementing the District's goals and strategic commitments.
- *(38) Exercise proactive leadership in promoting the vision and mission of the District.
- *(39) Provide oversight and direction for cooperative planning with other agencies.
- *(40) Set high standards and expectations for self and others.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(42) Utilize appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(43) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Administrative Salary Schedule – Pay Grade 6

Date of Board Approval: August 21, 2001

DIRECTOR II – TRANSPORTATION (Continued)
Date of Revision: October 22, 2002