

JOB DESCRIPTION

TRANSPORTATION MANAGER

Class Code: 7902

TITLE: Transportation Manager

REPORTS TO: ~~Associate~~-Director of Transportation

SUPERVISES: Driver Trainers and Dispatchers

JOB FUNCTION: Organize, train and assign personnel resources to accomplish the student transportation plan; provide supervision to driver trainer's and dispatchers; communicate with parents, community representatives, local officials and the general public. Maintains daily attendance and performance records on drivers, driver assistants, driver trainers and dispatchers.

GRADE: 21

DUTIES AND RESPONSIBILITIES:

- Organize, train personnel and implement operations and activities involved in student transportation to assure safe and efficient transportation services.
- Plan and provide in-service training of bus drivers and driver assistants in cooperation with driver training coordinator; provide annual plan and implement vehicle safety program.
- Train, assign, direct, review and annually evaluate work of Bus Driver Trainer's, dispatchers, and other assigned employees.
- Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.
- Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
- Assist with budget preparation as required; monitor and control budget according to established guidelines.
- Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
- Maintain daily attendance records on drivers, driver assistants, dispatchers and

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driver trainers.

DUTIES AND OTHER RESPONSIBILITIES (CONT.):

- During times of inclement weather, perform route reconnaissance and make recommendations for changes in student transportation schedules.
- Drive buses of varying sizes when driver shortage exists.
- Perform other duties as assigned.
- Maintain regular attendance.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules, regulations and guidelines governing student transportation.
- Policies and procedures concerning time lines and routing of buses.
- Streets and distances involved in routing buses.
- Requirements of a variety of training programs.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Basic methods involving budget monitoring and control.

ABILITY TO:

- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Assure department meets legal requirements concerning student transportation.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Train, supervise and annually evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with those contacted in the course of work within and outside the District.
- Coordinate and disseminate information.
- Prepare and deliver oral presentations.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to

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marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma / GED ~~Bachelor's degree~~ and four years of experience in transportation activities including at least two ~~one~~ years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license; must have, or be able to obtain within six months, a Commercial Drivers License (CDL) with passenger and school bus endorsement.

Original Date: 01/1999

Revision Date: 07/1999

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 11/2015