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|  | **JOB TITLE** | DIRECTOR OF TRANSPORTATION/FLEET OPERATIONS |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL III |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7902 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: college-level training in transportation and/or four years experience in transportation activities including at least one year in a lead or supervisory capacity. Class B CDL with school bus and passenger endorsement. School bus driver trainer certification. School bus inspector certification. |

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| **POSITION SUMMARY** |
| Perform Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public. Organize, plan, direct and implement all aspects of fleet operations including maintenance, repair and inspections of all district buses, vehicles, and equipment. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Org Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and efficient transportation services.  |
| Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.  |
| Recruits and supervises all transportation personnel, and makes recommendations on employment, transfer, promotion and release.  |
| Train, assign, direct, review and evaluate work of assigned employees. Inspect and diagnose mechanical defects in vehicles and equipment.  |
| Monitor employee absences and assign substitutes as needed. |
| 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.  |
| Take an active role in solving discipline problems occurring on school buses.  |
| Download and process bus video in cooperation with principals regarding student discipline. |
|  Assure department meets legal requirements concerning student transportation.  |
|  Authorize purchases in accordance with budgetary limitations and district rules.  |
|  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.  |
|  Supervise and advise district mechanics on all aspects of transportation maintenance. |
|  Manage all aspects of fleet operations including but not limited to repair, parts ordering and inventory, fuel management, vehicle safety inspections, accident investigation, surplus inventory disposal, and new vehicle procurement. |
|  Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety.  |
|  Develop recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.  |
|  Observe and assess weather and road conditions. Make recommendation to the district superintendent regarding school closing or delay. Communicate decision with local media outlets. |
|  Approve and submit transportation employee payroll time sheets on monthly basis. |
|  Conform to all state laws and regulations regarding school transportation.  |
|  Attend Transportation Director conferences and updates as required. |
| Maintain regular attendance.  |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Laws, rules, regulations and guidelines governing student transportation. |
| Requirements of a variety of training programs.  |
| Policies and procedures concerning time lines and routing of buses.  |
| Personnel management skills. |
| Principles and practices of supervision and training.  |
| Streets and distances involved in routing buses.  |
| Obtain Class B CDL with school bus and passenger endorsement. |
| School bus driver trainer certification. |
| School bus inspector certification. |
| Extensive knowledge of the geographical area. |
| Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment. |
| Strong mechanical aptitude. |
| Comprehension and use of printed and electronic service and parts manuals. |
| Strong Oral and written communication skills. |
| Advanced computer skills. |
| Maintain routine records. |
| Plan and organize work. |
| Understand and follow verbal and written directions. |
| Work cooperatively with others. |
| Observe legal and defensive driving practices. |
| Demonstrates regular attendance and punctuality. |
| Adheres to the appropriate code of ethics. |
| Perform other duties as assigned. |

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| **PHYSICAL DEMANDS** |
| Must pass CDL Physical.  |
| Must have an adequate range of motion in the upper extremities. |
| This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods. |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |