

TITLE:
Transportation Manager

QUALIFICATIONS:

Kentucky School Bus Driver Certification, Kentucky Driver Trainer Certification, Minimum of three years driving experience.

REPORTS TO:

Director of Operations and Community Relations

PRIMARY JOB GOAL:

To manage the day to day operations of the Transportation Department by maintaining video operations on buses, coordinating trips, maintaining trip records, scheduling drivers and monitors for the appropriate route, processing maintenance requests, Maintaining the State and Federal Driver Training Database, purchasing needed supplies for the department upon Directors' approval. Oversee and assist in training drivers and monitors regarding regulations governing KY school buses. Perform routine route evaluations. Coordinate State Audits, bus routes, changes, bus evacuation drills, and registration. Perform routine clerical activities in support of Pupil Transportation, personnel, including mail services and financial services, Time & Attendance and Billing. Uses knowledge of Statewide and Federal busing regulations as well as local procedures and policies to gain an efficient Transportation Dept. Performs routine route evaluations and applies procedures and policies within clearly specified procedures. Assist the Director as necessary and develops community awareness of Transportation Polices.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of video operations and trip procedures. Ability to observe legal and defensive driving practices; Knowledge of safe driving practices and provisions of Federal and State Motor Vehicle codes and Kentucky Administration Regulations applicable to the operation of vehicles transporting students; Knowledge of Bus schedules and routes; Knowledge of First Aid and CPR practices; Ability to operate a school bus over routes in accordance with time schedules, loading and unloading students; Proficient in pupil management; Ability to maintain assigned vehicle in a clean and safe operating condition; ability to recognize equipment malfunctions and take appropriate action; Knowledge of modern office practices, procedures and equipment; interpersonal skills using tact, patience, and courtesy; record-keeping techniques; knowledge of operation of a computer terminal, data entry techniques and copiers; oral and written communication skills; ability to process Time and Attendance and Trip Billing; knowledge of Seek Transportation funding calculations; knowledge of health and safety regulations; knowledge of methods and procedures of operating electronic computers and peripheral equipment; ability to meet schedules and time lines; ability to understand and follow oral and written directions; ability to work cooperatively with others; ability to maintain routine records; Ability to establish and maintain cooperative and effective working relationships with others; Ability to learn, apply and explain rules, regulations, policies, and procedures; Ability to conduct bus driver classroom training as well as driver training on the bus. Ability to train in the schools as well as in the community. Demonstrated proficiency in the use of Microsoft Excel and Word.

PERFORMANCE RESPONSIBILITIES:

Train departmentally; keep training records updated.

Keep Training Department organized.

Maintain State and Federal Driver Trainer database.

Assist with state Audits.

Assist with Bus Evacuation Drills and Safety Classes, by planning, organizing, and communicating with the appropriate staff. Maintain paperwork.

Evaluate bus routes and driver performance.

Communicate with officials as needed.

As needed, performs any and all bus driver duties in accordance with bus driver job description.

Compiles and inputs data; generates and retrieves reports from computer database.

Receives and processes route and operations data.

Process transportation change forms during registration and day to day operations, assigning T-Codes for state funding.

Process Seek forms for state funding and generate reports to send to the Finance Director.
Update route info and maintains accurate route records; remains current concerning route area assignments.
Lead Routing Committee. Makes route changes as needed.
Assist in compiling statistical records.
Keep up with PD hours and contract hours generating calendar/schedule.
Operate two-way radio base stations; operates paging system as required; records radio communication as required.
Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations.
Communicate with outside organizations, businesses, government organizations, local police, and others as appropriate.
Communicate with parents, supervisors, school administrators and dept employees; receives requests, questions, concerns and suggestions, and provides routine info and assistance or route to appropriate personnel.
Process the special bus trips by entering time and miles in the computer program and generating the billing report to the appropriate dept and the Finance Director.
Processing the attendance of the personnel and substitutes for the absent employee in the statewide computer program.
Ordering the office and the janitor supplies
Perform clerical support duties as assigned.
Perform related duties and assumes other responsibilities as may be assigned by the Director.

Manager -With assistance from the Director

Maintain safety standards in conformance with local, state, and federal regulations.
Develop a program of preventive safety.
Plan and directs pre-service and in-service training of personnel.
Cooperate with school principals and others responsible for planning special school trips.
Assist Director of Operations and Community Relations in formulation of specifications to incorporated in contractual agreements.
Input data in appropriate State databases.
Schedule Drivers and Monitors for routes.
Plan and develop transportation routes and bus stops.
Receive and resolve issues, concerns and complaints concerning student transportation services; directs to appropriate personnel and monitors resolution.
Recommend purchases to Director and facilitates those purchases. Direct and document transportation safety classes and emergency evacuation drills for students.
Prepare and updates bus schedules and coordinates bus trips.
Evaluate bus routes and driver performance.
Communicate with officials as needed.
Drive a school bus over designated routes in accordance with specified time schedules to transport students to and from school and on special events and field trips in accordance with regulations and laws related to pupil transportation in the state.
Assist in training and evaluating of all transportation workers.
Verify work hours of all transportation employees.
Supervise hiring and orientation of transportation employees.
Maintain an accurate filing system containing confidential information.
Maintain bus in a safe operating condition by following prescribed pre-trip vehicle inspections and driver maintenance.
Maintain order and discipline among students on bus following District policies and procedures. Interacts with parents regarding questions, concerns, and disputes.
Observe applicable local, state, and federal laws, policies, procedures. Interacts with parents regarding questions, concerns, and disputes.
Attend safety and preventive emergency meetings when required.
Perform first aid and CPR according to established guidelines and procedures.
Maintain Trip Records.
Attend IEP Meetings for Special Needs Transportation.
Assure effective operation of video program.
Train departmentally; keeping training records updated.

Advise Superintendent on road hazards for decision on school closing during inclement weather.
 Recruit, train, supervise and evaluate all transportation personnel and makes recommendations on their employment, transfer, promotion and release.
 Provide leadership for development of vehicle safety programs.
 Perform related duties and assumes other responsibilities as may be assigned by the Director.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		X					X				
b. Walking		X	X								
c. Standing		X		X							
d. Bending		X									
e. Squatting		X									
f. Climbing		X									
g. Kneeling		X									
h. Twisting		X									
i. Lifting		X									

LIFTING
 _____ 0-10 lbs. _____ 11-15 lbs. X 16-30 lbs. _____ Over 31 lbs.

2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete 2a,2b,2c,2d,2e)
 _____ No

2b. Repetitive hand movements? X Yes _____ No

2c. Simple Grasping?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2d. Power Grasping?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2e. Pushing Pulling?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2f. Fine Manipulation:	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____

3. (a) Does the job require worker to reach or work above the shoulder? X Yes _____ No
 Frequency? 2 or more

(b) Reaching at or below shoulder level? X Yes _____ No
 Frequency? 10 to 20

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? X Yes _____ No

5. Are there special visual or auditory requirements? X Yes _____ No (CB radio/dispatch)
 If yes, please describe (i.e. working with computer terminal): computer

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? X Yes _____ No

b. Is the employee exposed to fumes or airborne particles? X Yes _____ No
 If yes, please specify: will drive when needed as requested by Director of Operations & Community Relations

BLOOD/FLUID EXPOSURE RISK: (check the right category)

_____ Category I: Tasks involve exposure to blood, fluid, or tissue
 X Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require

performing unplanned Category I tasks.

_____ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

8 hrs a day/240 days per year; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: April 18, 2024

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____

Pending Board Approval