

DIRECTOR OF TRANSPORTATION

40 hours/52 weeks

Reports to Assistant Superintendent, Finance and Operations

Job Summary:

Provide leadership and direction in the development, implementation and coordination of the district's transportation operations including budget, fleet management and procurement and staffing. Serve as one of the district's leaders of all aspects of school safety and security.

Job Functions:

- Assesses incidents, complaints, etc (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations (e.g. budgeting, safety programs, site inspections, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Inspects all aspects District transportation services for the purpose of ensuring that transportation activities are completed efficiently and within federal and state regulatory requirements.
- Oversee vehicle preventative maintenance programs and activities for the purpose of ensuring school vehicles are maintained in safe and effective operating condition.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
- Prepares a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the transportation staff.

- Provides leadership, direction, and recommendations in policies, procedures and/or actions related to District transportation services for the purpose of providing direction for meeting the District's goals and objectives.
- Researches and recommends new equipment/vehicles and technology hardware/software, etc. for the purpose of recommending purchases, contracts and proper maintenance of transportation services.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
- Serves as one of the district's leaders of all aspects of school safety and security in cooperation with the Director of Operations and other key stakeholders.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Preparation, Training, Education, and Experience:

- Bachelor's degree in Business Administration, Public Administration, Organizational Management or related field
- Possess a Commercial Driver's License, Chauffeur, Class B, with Passenger and School Bus endorsements (CDL, CB, PS)
- Substantial previous experience in pupil transportation or similar field required
- Minimum of five (5) years successful experience as Director or Supervisor/Coordinator preferred
- Minimum five (5) years successful leadership in pupil transportation or similar field
- Ability to communicate effectively and relate positively with students, parents, other administration and community members
- Pertinent knowledge of current theory, research methods, and best practices in K-12 education
- Knowledgeable and/or skilled in the use of Microsoft Office Professional suite or Google Apps for Education platform as well as multimedia, social media and graphic arts software programs. Also knowledgeable and/or skilled in the use of comprehensive pupil transportation management software suites.

Anticipated Starting Date: June 4, 2018