

## DIRECTOR OF TRANSPORTATION

### OVERALL JOB STATEMENTS

Under the direction of the Executive Director of Operations, the job of Director of Transportation is done for the purpose/s of planning, organizing and directing the district's transportation services for multiple local school districts; ensuring that departmental work goals are met; services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; providing overall coverage of the required transportation services; and ensuring optimal utilization of personnel and other resources.

### ESSENTIAL JOB FUNCTIONS

- Develops long and short range transportation plans/programs (e.g. Transportation Cooperative, transportation budget recommendations, emergency response plans, boundary changes) for the purpose of ensuring that the resources are effectively utilized.
- Evaluates personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Compiles financial, statistical and technical reports related to transportation cooperative for the purpose of providing information to the boards, special education directors, business managers and superintendents of the individual districts.
- Prepares various documents (e.g., budgets, requisitions, time studies, productivity, grants, proposals, evaluation reports, contract specifications,) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contracts specifications.
- Presents various programs (e.g., safety, driver instructions, accident prevention) for the purpose of informing staff of appropriate procedures and safe practices.
- Attends various meetings (e.g., staff meetings, training, hearings, safety, Transportation Directors Council, professional associations) for the purpose of addressing operational concerns, receiving and conveying information relating to professional requirements, new products and technology and/or networking with other professionals.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Represents the district in meetings with other districts and outside agencies for the purpose of relating and/or receiving information.
- Researches new products, laws, regulations, etc. for the purpose of ensuring transportation services are provided in accordance with established standards and recommending actions such as purchases, procedures, etc., that are required to maintain services.

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- Supervises transportation service activities (e.g., dispatching, scheduling, vehicle maintenance, route development) for the purpose of ensuring that the department provides services in a safe and efficient manner and in accordance with established requirements.
- Investigates accidents and incidents involving busses and/or passengers for the purpose of determining corrective actions and addressing established regulatory requirements.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient transportation services operation throughout the district.
- Maintains a variety of annual and electronic files and/or records for the purpose of documenting activities, providing reliable information, and complying with district, State and Federal requirements.
- Monitors/coordinates scheduling of field trip transportation and communicates staff responsibilities to various groups (e.g., school administrators, department staff, union representatives) for the purpose of assuring that field trip responsibilities are completed in an effective and efficient manner.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **JOB REQUIREMENTS - QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budgets and financial plans.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: to perform basic math plus algebra and geometry for practical applications; to read technical information, create and compose documents and participate in panel discussions; to solve practical problems and deal with a variety of concrete variables.

ABILITY is required to schedule a number of activities, meetings, and events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to

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work with a significant diversity of individuals and groups; work with data of varied types and purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives, and problem-solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to details; implementing health and nutrition curriculum; meeting deadlines and schedules; and work under time constraints.

### **RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized practices and methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

### **EXPERIENCE**

Job-related experience within the specialized field with increasing levels of responsibility is required.

### **EDUCATION**

Bachelors degree in job-related area.

### **REQUIRED TESTING**

Pre-employment proficiency test.

### **CERTIFICATES**

Valid driver's license and evidence of insurability.

### **CONTINUING EDUCATION/TRAINING**

None Specified.

### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

### **FLSA STATUS**

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Exempt

### **SALARY RANGE**

Management