



Job Title: Assistant Director of Transportation **Wage/Hour Status:** Exempt
Reports To: Director of Transportation **Pay Grade:** Administrative/Professional Pay Grade 4
Dept. /School: Transportation **Date Revised:** 1/28/2011

Primary Purpose:

Assist the Transportation Director in managing the district's transportation and vehicle maintenance program. Oversee maintenance of all district-owned vehicles. Ensure safe and efficient operation of transportation department. Develop and maintain routing of all general education route buses while overseeing and supervising routing of all special needs transportation.

Qualifications:

Education/Certification/License:

Bachelor's degree (required)
Commercial Drivers License (required)
Transportation Director Certification (preferred)

Special Knowledge/Skills:

Ability to direct and manage operations of large fleet of vehicles
Ability to manage operational budget and prepare budget forecast
Ability to manage large number of personnel and associated payroll
Ability to interpret district policy
Ability to interpret local, state, and federal laws and regulations regarding pupil transportation
Strong organizational skills

Experience:

Minimum three years supervisory experience in transportation services, preferably with school district

Major Responsibilities and Duties:

Routes and Schedule

1. Prepare and update bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
2. Supervise the coordination of transportation for extracurricular activities and special programs.
3. Respond to after-hours emergency calls as needed.
4. Notify bus drivers, schools, and public of any changes in bus routes and schedules.
5. Develop and distribute maps that depict bus routes and bus stops for each school in the district prior to school registration.
6. Supervise the development of special needs routing and maintain working relationship with the Special Education Department regarding routing and transportation requirements.

Policy, Reports, and Laws:

7. Implement federal and state law, State Board of Education rules, and board policy in transportation area.
8. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area including state financial reports.
9. Manage district's student transportation discipline policies and communicate to students expected behavior when using district transportation.
10. Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventive safety.
11. Develop training options and improvement plans to ensure exemplary operation of transportation department.
12. Prepare data necessary to process transportation payroll.
13. Manage data to complete monthly reporting, goals, and benchmarking information.

Vehicle Maintenance and Repair

14. Direct repair of all district-owned vehicles and oversee plans for preventive maintenance.
15. Process vehicle repair requests and prioritize work orders. Contract for services that cannot be performed in shop.
16. Monitor fuel deliveries and distribution.
17. Establish parts inventory system with the ability to track parts to the vehicle through the established vehicle maintenance work order system.

Budget and Inventory

18. Compile budgets and cost estimates based on documented program needs.
19. Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
20. Initiate purchases and bids in accordance with budgetary limitations and district policies.
21. Maintain current inventory of supplies and parts to avoid ordering delays.
22. Manage invoice approval and payment process.
23. Recommend disposal of obsolete or worn out vehicles and equipment.
24. Recommend purchase of vehicles and buses as necessary.

Student Management:

25. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
26. In cooperation with school administration, enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.

Personnel

27. Monitor assignments of bus drivers to routes and recruit substitutes as needed.
28. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
29. Assist Director in the preparation, processing, and maintenance of all documents required to verify safety certification and alcohol and drug testing of bus drivers.
30. Prepare, review, and revise transportation department job descriptions as necessary.
31. Evaluate employee job performance to ensure effectiveness.
32. Establish system of employee assignment for extracurricular activities that reduces operation and personnel cost.

Safety

33. Assist Director advising administration about inclement weather conditions that may result in the closing of schools or impending road hazards.
34. Assist Director with gathering information regarding the investigation of school bus accidents and student safety violations.
35. Organize and conduct training programs to promote a safe work environment.
36. Ensure that transportation equipment is in excellent operating condition.
37. Perform disaster duty as needed (tornados, hurricanes, earthquakes, blizzards, etc.)

Other

38. Attend and make presentations at conferences and school board meetings to discuss innovations and problems regarding transportation.
39. Attend professional growth activities to keep abreast of innovative techniques and changes in transportation.
40. Maintain good rapport with parents and community.

Supervisory Responsibilities:

Supervise and evaluate performance of shop foreman, dispatchers, parts managers, bus drivers and special needs routing manager.
Assist in the evaluation of the transportation secretary.
Evaluate the mental and physical preparedness of all bus drivers.
Temporary reassign those drivers who appear to be incapacitated or otherwise unable to perform their job duties. Make formal evaluation to Director.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Frequent district-wide travel required.
Frequent prolonged and irregular hours required to support transportation functions.
Frequent on-site inspections of all vehicle repair and maintenance operations required.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.