



Job Title: Special Needs Manager **Wage/Hour Status:** Exempt
Reports To: Director of Transportation **Pay Grade:** Administrative Pay Group
Dept. /School: Transportation Department **Date Revised:** 11/07/2011

Primary Purpose:

Direct and manage district's Special needs transportation programs. Ensure safe and efficient operation of transportation department.

Qualifications:

Education/Certification:

High school diploma or GED
Able to obtain TAPT Certified Public Transportation Supervisor
Substance Abuse Training
Valid Texas commercial driver's license

Special Knowledge/Skills:

Ability to direct and manage operations of a large fleet of vehicles.
Knowledge of energy management and vehicle repair and maintenance.
Ability to manage personnel.
Ability to coordinate transportation services
Ability to interpret policy, procedures, and data.
Strong organizational, communication and interpersonal skills.
Knowledge of special needs specific training and pupil management.

Experience:

Supervisory experience in transportation operations, preferably with public school district.
Three years of experience with transportation of special needs students.
Five years experience as certified school bus driver

Major Responsibilities and Duties:

Routes and Schedules

1. Prepare and update bus routes and schedules for all special needs students in district and develop plan to meet future transportation needs.
2. Attend ARD meetings as necessary.
3. Coordinate transportation for extracurricular activities and special programs. Coordinate and schedule summer program routes.
4. Respond to after-hour emergency calls as needed. Operate bus and deliver buses to drivers when breakdowns occur.
5. Notify bus drivers, and public of any changes in bus routes and schedules.

Policy, Reports, and Laws:

6. Implement federal and state law, State Board of Education rule, and board policy in transportation area.
7. Compile, maintain, file and present all reports, records and other documents required in transportation area.
8. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.
9. Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventative safety.
10. Implement and/or develop training options and improvement plans to ensure exemplary operation of transportation department.
11. Comply with applicable personnel policies.

Vehicle Maintenance and Repair:

12. Monitor the need for repair or preventative maintenance of special needs buses.

Budget and Inventory:

13. Compile budgets and cost estimates based on documented program needs.
14. Prepare routing information into state reporting format and verify accuracy.
15. Request purchases and bids in accordance with budgetary limitations and district policies.
16. Monitor current inventory of supplies to avoid ordering delays.
17. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management:

18. Review student behavior reports to ensure quality of reports by drivers. Conduct conferences with parents, students, and drivers on disciplinary issues.
19. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.

Personnel:

20. Recommend the assignment of bus drivers to routes and determine substitutes as needed.
21. Recruit, train, supervise and evaluate special needs personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
22. Prepare, process, and maintain all documents required to verify safety certification and training of special needs drivers.
23. Prepare, review, and revise transportation department job descriptions.
24. Evaluate employee job performance daily to ensure effectiveness. Prepare a written evaluation of each driver twice annually.

Safety:

25. Participate/advise administration about inclement weather conditions that may result in the closing of schools or road hazards.

26. Help with gathering information in investigations of school bus accidents and student safety violations.
27. Help organize and conduct training programs to promote a safe work environment.
28. Ensure that transportation equipment is in excellent operating condition.
29. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.)

Other:

30. When requested attend and make presentations at conferences and school board meetings to discuss innovations and problems in transportation.
31. Attend professional growth activities to keep abreast of innovative techniques in transportation.
32. Maintain good rapport with parents and community.
33. Drive a special needs bus when required.
34. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of special needs bus drivers and bus monitors. Evaluate the mental and/or physical readiness of drivers. Temporarily reassign those drivers who appear to be incapacitated or otherwise unable to perform their assigned route. Make a formal evaluation to the director.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide travel. Frequent prolonged and irregular hours. Ability to conduct onsite inspections of repair and maintenance operations.

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.