



## **DIRECTOR, TRANSPORTATION**

Under the leadership of the Executive Director of Transportation and Fleet Management Services, the position is responsible for assisting the director with managing, coordinating, supervising and evaluating all aspects of the school bus pupil transportation system for the VBCPS.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure compliance with School Board Policy, federal, state, and local regulations regarding pupil transportation.
- Collaborate with the Executive Director on implementing School Board policies pertaining to pupil transportation.
- Assist in developing and administering department policies and procedures.
- Collaborate with the Executive Director to develop, prepare, manage and administer the pupil transportation annual budget.
- Ensure adherence to local, state, and federal laws and regulations pertaining to school bus pupil transportation.
- Plan the operation of all school bus transportation programs in conjunction with staff members, as well as input from other groups, i.e., PTA, school-site administrators.
- Check bus schedules, bus route efficiency, bus operations, and bus route safety on a periodic, systematic basis.
- Recruit, train, supervise, and evaluate school bus transportation personnel; make recommendations to the Executive Director on their employment, transfer, promotion, and release.
- Establish and conduct training and retraining programs for all employees.
- Assist Executive Director in writing school bus specifications, and the preparation of bid specifications for purchasing authority.
- Establish and conduct department and personnel performance indices.
- Establish and maintain open and clear lines of communication with appropriate departments, organizations, and the public.
- Establish and carry out a continuing program of school bus safety education.
- Work cooperatively with appropriate law enforcement agencies.
- Manage the preparation of school bus routes for all pupils.
- Prepare transportation payroll for extra trips and training.
- Assist with the completion and dispatching of insurance reports.
- Assist Executive Director in preparing and submitting all school bus related reports required by federal, state, and local authorities.
- Take an active role in solving discipline problems occurring on school buses.
- Act as a liaison with parents for complaints and special requests.
- Prepare and update bus schedules for all public schools in the district.
- Review and recommend purchases in accordance with budgetary limitations and district rules, approve and forward transportation service invoices to accounting department.
- Investigate accidents involving School Board vehicles.
- Advise the Executive Director and Superintendent on school closing due to hazardous road conditions.
- Work cooperatively with school principals and others responsible for planning special school trips.
- Attend professional meetings, seminars, and workshops.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Must have a comprehensive knowledge of the principles and practices of school transportation and automotive repair facility management, hazards and safety precautions of large-scale operations, and a comprehensive knowledge of business practices applicable to transportation and garage management. Must have the ability to plan and supervise the work of others, and establish and maintain effective working relationships with school officials, associates, parents and the public.

**EDUCATION AND EXPERIENCE**

Master's Degree in business or public administration or related field with extensive experience in transportation including supervisory and administrative responsibilities or equivalent experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid Virginia Commercial driver's license.

Regular and reliable attendance is an essential function of this position.