



EXECUTIVE DIRECTOR, TRANSPORTATION AND FLEET MANAGEMENT SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Operations Officer, the position is responsible for managing, coordinating, supervising and evaluating all aspects of the school bus pupil transportation system and fleet management services for the school division. Ensure compliance with School Board Policy, federal, state, and local regulations regarding pupil transportation.

ESSENTIAL FUNCTIONS

(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.)

- Establish and direct pupil transportation as a support system to the educational program of the school division.
- Implement School Board policies pertaining to pupil transportation.
- Develop and administer department policies and procedures.
- Develop, prepare, manage, and administer the pupil transportation annual budget as well as the departmental budget.
- Carry out and enforce appropriate local, state, and federal laws and regulations on school bus pupil transportation.
- Plan the operation of all programs in conjunction with staff members, as well as input from other groups, i.e., PTA, school site administrators.
- Ensure efficiency of operations by conducting a systematic review of bus schedules, bus routes, bus operations, and bus route safety on a periodically basis.
- Recruit, train, supervise, and evaluate transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
- Oversee programs relating to the training and retraining of all transportation employees.
- Supervise and ensure the evaluation of all staff for the Office of Transportation Services.
- Write vehicle specifications.
- Develop and establish policies relating to the acquisition, maintenance, and disposal of the school systems fleet assets.
- Monitor overall compliance with local, state, and federal requirements relating to the operation, preventive maintenance, and special conditions of fleet vehicles.
- Determine replacement intervals and develop specifications for specialized fleet assets.
- Prepare bid specifications for purchasing authority.
- Review and analyze budget expenditures on a planned, periodic basis.
- 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 safety education.
- Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety.
- Support a cooperative relationship with appropriate law enforcement agencies.
- Develop and administer an instructional program.
- Monitor the preparation of school bus routes for all pupils.
- Review and approve transportation payroll for extra trips and training.
- Complete and dispatch insurance reports.
- Prepare and submit all 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.
- Direct the preparation and updating of bus schedules for all schools in the district.
- Review and approve purchases in accordance with budgetary limitations and district rules, approve and forward transportation service invoices to accounting department.
- Advise Superintendent on school closing due to hazardous road conditions.
- Cooperate 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

Required: Bachelor's from an accredited college or university with course work in business, public school administration or related field. Must have extensive experience in transportation, including supervisory, leadership, and administrative responsibilities or any combination of applicable education, training, and experience which provides the knowledge, skills, and abilities necessary to perform effectively in the position.

Preferred: Master's Degree in business or public administration or related field.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, reaching and driving. Occasional walking, standing, and bending. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles etc. and/or loud noises. Ability to lift 20 lbs. frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license

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

FLSA Status: Exempt	Description: 6/00, Rev. 4/17, 8/18, 7/20
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