



JOB DESCRIPTION

JOB TITLE: **Director of Transportation**

Position Type: Exempt	Department: Transportation
Salary Schedule: Exempt	Reports to: Deputy Superintendent of Fiscal & Business Services
Salary Range: 8	Location: Transportation
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To provide safe, efficient and friendly transportation that enables each student to take full advantage of the complete range of curricular and extracurricular activities offered by the district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
- Supervises the preparation of bus schedules for all public schools in the district.
- Supervises the updates of bus schedules for all public schools in the district.
- Recruits, trains and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion and release.
- Maintains all district-owned equipment and develops plans for preventative maintenance.
- Prepares and administers the transportation budget.
- Authorizes purchases in accordance with budgetary limitations and district rules.
- Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
- Cooperates with school principals and others responsible for planning special school trips.
- Takes an active role in solving pupil discipline problems occurring on school buses involving principal, student and parent.
- Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.

- Acts as liaison with parents for complaints and special requests.
- Conforms to all state laws and regulations regarding school transportation.
- Completes and dispatches accident and insurance reports.
- Submits all reports required by state authorities.
- Advises superintendent on road hazards for decision on school closing during inclement weather.
- Attends appropriate committee and staff meetings.
- Arranges for and provides vehicles for driver's education programs.
- Maintains proper records and registration of all school operated vehicles.
- Is familiar with transportation laws of Arizona Revised Statutes and Federal Communication regulations.
- Maintains and operates school crossings in accordance with state and city laws.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the department.
- Manages supervisors who supervise a total of 250 employees.
- Is responsible for the overall direction, coordination and evaluation of this department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates high literacy and thorough knowledge of vehicle repair methods and of the terminology and tools of the trade.
- Demonstrates aptitude or competence for assigned responsibilities.
- Must have an excellent driving record.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.

- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree (B.A.) is preferred.
- Five to eight years of experience in student transportation.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.