

REV: October 2021

BUILDING: Support Services Facility

POSITION: Director of Transportation

REPORTS TO: Director of Transportation

TYPE: Administrative

SUMMARY:

Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the transportation department, including personnel, equipment, and fleet vehicles. The prime concern is safe, efficient, economical transportation of students between home and school on a regular schedule, and between other destinations within or outside the District boundaries for school events. This position requires exceptional problem solving and interpersonal skills and the ability to acquire knowledge of transportation operations, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee daily student transportation and fleet maintenance operations;
- Supervise general maintenance program with specific attention to safety inspections;
- Establish performance standards and supervise operational care, service and maintenance of all vehicles within the department;
- Establish all regular bus routes, schedules and stops and maintain routing software to develop route maps for drivers, school, etc. as appropriate;
- Coordinate student transportation activities with school officials;
- Recommend procurement of additional or replacement buses and disposal of old units;
- Responsible for maintaining and monitoring compliance with federal and state rules and regulations and Board Policies as they relate to transportation;
- Track, monitor and approve expenditures of department funds;
- Promote a productive environment for transportation staff and students by recognizing and solving problems and encouraging teamwork, creativity and understanding;
- Recruit, train, supervise, and evaluate Transportation personnel and make recommendations related to employment and termination;
- Communicate with the Department of Special Education to provide reasonable, safe and prudent transportation services in compliance with Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Education (FAPE);
- Work with Transportation staff to establish processes to assess needs and identify plans and procedures to improve driver and department performances;
- Evaluate all elements of transportation program on a continuing basis;
- Work with Principals, Bus Drivers, students, and parents regarding discipline or other issues;
- Establish and maintain good public relations;
- Evaluate safety of road conditions during inclement weather and work collaboratively with the Superintendent to make recommendations for school delays and/or closures;
- Perform other duties as assigned.

ESSENTIAL FUNCTIONS:

May include the following tasks, knowledge, abilities, skills, and other characteristics.

Safety: Ensure the safety of all students.

- Provide leadership for district professional development and training for transportation personnel including safety orientation for drivers.
- Design and implement a bus safety program.
- Oversee the development of a Transportation Department Crisis/Safety Plan.
- Establish clear bus stop assignment practices.
- Responsible for the maintenance of all transportation equipment. Establish and implement routine checks for cleanliness and care of the district fleet.

Communication: Promote good public relations.

- Make personal contacts, appearances, and interaction with our internal and external clients with tact and diplomacy.
- Work with the I.T. Department to increase the use of technology to increase self-help capacity for clients.
- Function as a liaison between the district, parents, and the community in all matters dealing with transportation. Develop rapport with city, township, county, and state road officials including local police and fire departments.
- Ensure parents and students are aware of bus regulations through the student handbook. Conducts parent conferences regarding transportation issues.
- Maintain respect at all times for confidential information, e.g., student/staff information.
- Create and implement a driver's handbook.
- Organize and lead the Transportation Steering Committee on a regular basis to assist with decision making and evaluate stop requests.

Routing Efficiency: Coordinate all transportation services.

- Establish and maintain a calendar cycle for annual routing beginning no later than January in advance of the upcoming school year.
- Use data, ridership information, and routing software to establish, create, or reroute/reassign in order to have the most efficient use of drivers and buses as possible.
- Oversee and assign bus routes to drivers.
- Oversee field trips, schedules, and assignments.

Accountability: Supervise and coordinate district's transportation department staff.

- Implementation of an aggressive, continual driver recruiting process in partnership with the Human Resources Department.
- Interview all potential transportation department employees and recommend to the Human Resources department candidates for hiring.
- Evaluate all transportation department staff.
- Implementation of ride-along evaluations on a year-round schedule.
- Implementation of a driver mentoring program for new drivers and those who need intervention.
- Responsible for the preparation, collection, review, and submission of all state forms and reports.
- Maintains records of fuel consumption, maintenance records, route data, and student lists for the transportation department.
- Schedule driver physicals and/or drug testing, to include random testing.
- Serve as the purchasing agent for transportation purchases. Coordinates and writes specifications for the acquisition of transportation vehicles. Document costs related to the transportation department.
- Participate in professional growth activities to enhance expertise in the transportation field. Attend meetings and in-services as required.

QUALIFICATIONS:

- **Education and or Experience:** High school diploma or GED required. BA degree preferred. A background in transportation operations preferred.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective relationships. Ability to handle problems and stressful situations tactfully and apply proactive problem solving skills. Ability to assist students and parents using patience and understanding.
- **Language Skills:** Ability to respond to common inquiries or complaints from students, parents or staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to maintain accurate logs of daily events, bus assignments, route coverage, etc.
- **Computer Skills:** General knowledge of computer usage and ability to use email. Ability to learn to use routing computer systems, video equipment systems and other systems to obtain student transportation information as needed.
- **Other Skills and Abilities:** Ability to learn appropriate dispatching policies and practices within a reasonable amount of time. Ability to become familiar with District roads and learn about transportation equipment and student needs. Ability to appropriately communicate with students, parents, District staff and members of the community. Ability to exercise good judgment while working in a dynamic environment. Ability to work evenings or weekends as required.
- **Certificates, Licenses, Registrations:** Ability to obtain certificates as determined necessary by the District which may include a class B CDL license and other bus driver certification requirements. Ability to become first aid and CPR certified. Must have a valid Driver's License and a clear driving record. Must agree to a background check.

EDUCATION AND EXPERIENCE:

- Commercial Drivers License (CDL) with Bus Driver endorsement within six (6) months of hire.
- Minimum of five (5) years successful management experience in a public or private mass transportation operation (preferred).
- Experience with transportation routing software.
- Management training skills and supervisory experience (preferred).
- Satisfactory driving record from the BMV.

Please apply on-line at www.sylvania.schools.org. Please include your resume and three letters of reference. Deadline for applying is November 19, 2021. All application information must be received by that time.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office requiring the frequent use of communication equipment and computers. Other duties will be performed in a garage environment involving noise, dirt and dust, odors, fumes, hazardous materials or situations. This position also requires some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, crouching, and/or crawling and sitting.