



DIRECTOR - TRANSPORTATION SERVICES

JOB OVERVIEW

DIVISION: DISTRICT OPERATIONS

DEPARTMENT: TRANSPORTATION SERVICES

SUMMARY/SCOPE/GOAL:

Responsible for planning, organizing, and directing the school district's fleet of school buses; service and maintenance of warehouse trucks; driver's education and administrative cars and trucks, including the routing, deploying and servicing of these vehicles. Responsible for the developing and implementing best practices by managing the daily operations and ensuring appropriate resources are available to deliver safe, effective, and efficient services.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Manage budget, fiscal, and manpower planning.
2. Direct standardized implementation of policies and procedures concerning all aspects of the school district's transportation system.
3. Manage planning of county-wide routing and scheduling.
4. Establish safety standards for bus transportation in relation to bus loops, bus stops at schools and along roadways, and aboard buses in route to and from schools.
5. Direct activities to improve department relations with the schools and the community.
6. Ensure compliance with federal, state and Board regulations. Responsible under these regulations for system-wide reporting.
7. Plan and direct county-wide vehicle utilization and vehicle maintenance programs.
8. Plan for replacement of unsafe and unserviceable vehicles and equipment.
9. Administer state vehicle inspection requirements and conduct accident investigations.
10. Coordinate planning and administer effective employee in-service training programs.
11. Administer contracts/agreements for joint use of vehicles, fuel additives and new product testing.
12. Coordinate with data processing to computerize cost accounting procedures, reports and routing.
13. Participate in state transportation seminars and other training sessions as needed and budgeted.

OTHER DUTIES:

Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- BA/BS from a Regionally Accredited Institution required. Major/minor in Business or Public Administration, Urban and Regional Planning, Organizational Management, or similar preferred. Equivalent related experience may substitute for bachelor's degree with the concurrence of the Chief Operating Officer and approval of the Chief Human Resources Officer.

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- Minimum four (4) years verifiable experience managing transportation operations of a medium to large school district, public transportation system, military ground transportation unit, or corporate transportation fleet and three (3) years experience in management of personnel, routing and scheduling and management of a transportation budget.

PREFERRED/DESIRED:

- MA/MS in Business Administration, Public Administration, Urban and Regional Planning, Educational Leadership, or other related field
- Demonstrated experience in developing budgets and managing complex logistics, transit operations, freight operations, bus and/or fleet networks.
- Experience in managing and leading school district transportation services for large districts.

CERTIFICATIONS AND LICENSES:

REQUIRED: Valid State Driver's License.

PREFERRED/DESIRED: N/A

KNOWLEDGE, SKILLS/TRAINING, AND ABILITIES / EQUIPMENT USAGE

JOB RELATED:

Knowledge of: NST Specs/Procedures latest Rev, Apprvd Student Tour Operator Procedures, TAN 2015-17 and TAN T-07-03. Knowledge of federal and state law as it pertains to school traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and schedule a district-wide bus routing program. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finances and departmental budgets. Ability to manage and lead supervisory and technical personnel. Knowledge of safety standards for vehicles and transportation and inspection requirements. Ability to utilize technology to enhance management of the department. Ability to organize and manage a school district transportation department.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

SKILLS/TRAINING: N/A

EQUIPMENT:

Typical office equipment such as Computer, Office Phone, Large Volume Printers, Calculators, etc. Use computers for MSWord, MSEXcel, MSPowerPoint and custom applications.

PHYSICAL D/EMANDS / WORK ENVIRONMENT

PHYSICAL REQUIREMENTS: Light: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing and Visual Acuity.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS: Indoor office environment most often with Indoor/Outdoor movement between locations frequently. Intermittent noise and activity level.

TRAVEL: Travel between sites often Travel out of county occasionally

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FOR HR USE ONLY:

TITLE CODE:	D0258	CONTENT BY:	BETH THEDY, EdD
GRADE:	27	COMPENSATION:	ROCHELLE SCHWINDT
UNIT:	NB	LABOR RELATIONS:	RIVERS LEWIS
LAST BOARD APVD:	10/09/18	CLASSIFICATION:	CAROL TOLX, EdD

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	05/13/97	Initial Publication	FINANCIAL SERVICES
2.0	09/12/00	Revised to new Salary Schedule (18 to 27), revised format	FINANCIAL SERVICES
3.0	06/12/01	Revised	FINANCIAL SERVICES
4.0	10/09/18	Revised to update DIVISION, format, clarify scope, increase acceptable degrees, certifications, and exp. in order to broaden search.	DISTRICT OPERATIONS
4.1	10/09/18	Expanded EDUCATION AND RELEVANT EXPERIENCE to include statement accepting related experience as a substitute for degree.	SCHOOL BOARD

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.