

JOB DESCRIPTION

TITLE TRANSPORTATION OPERATIONS MANAGER

QUALIFICATIONS

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.

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| Education/ Experience | Bachelor's degree in Business or related field from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience. Basic computer skills required (e.g., ability to use email). |
| Language Skills | Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. |
| Mathematical Skills | Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. |
| Certificate/License | N/A |
| Reasoning Ability | Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. |
| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District. |

Work Environment 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. The noise level in the work environment is usually moderate.

REPORTS TO Director of Transportation

GENERAL RESPONSIBILITIES

1. Manages all routing and operational functions of Transportation Department.
2. Works directly with school principals or designees and ESE Specialists concerning student problems, behavioral programs and special needs.
3. Monitors school bus routes for special populations to include exceptional education and other various programs as needed.
4. Works with District Administrators ensuring transportation services for all student populations as required.
5. Manages radio and telephone communications in compliance with state and federal laws.
6. Recruits, interviews, and hires prospective drivers and attendants.

SPECIFIC RESPONSIBILITIES

1. Ensures the department's objectives and operations.
2. Informs the Director of any and all situations involving the operations of the department.
3. Provides direction and assistance for transportation supervisors.
4. Works with the Fleet Manager to assure the availability of buses to meet the requirements of routes/students.
5. Maintains a working knowledge of laws/rules regarding public school transportation.
6. Works closely with the Exceptional Student Education Department to ensure students' transportation needs are met in an efficient and timely manner.
7. Provides direction for all district bus drivers and bus attendants.
8. Coordinates the Transportation FTE/FEFP process and ensures timely submission of required driver's reports.
9. Coordinates evaluations of transportation supervisors, drivers and attendants and ensures timely completion of evaluation reports.

10. Sets dates in coordination with other regional managers and union representatives on route bids.
11. Serves as an alternate on the Driver Review Committee.
12. Coordinates transition of selected substitute drivers to full-time status, ensuring all required paperwork and new hire orientation is completed and sent to Human Resources.
13. Recommends changes in routing, the assignment of buses and drivers to routes and the elimination or addition of school buses as required to improve safety.
14. Assists the School District and County Emergency Operations Center during cases of emergencies.
15. Performs other duties as assigned.