

### Manager, Transportation

#### Purpose Statement

The job of Manager, Transportation is done for the purpose/s of directing day-to-day operations of transportation programs and services; providing information and serving as a resource to the Director of Operations; and achieving defined objectives by planning, evaluating, implementing, and maintaining services in compliance with established guidelines.

This job reports to Director of Operations

#### Essential Functions

- Assesses incidents, complaints, and accidents for the purpose of reaching and/or recommending a resolution while meeting all District, State, and Federal guidelines.
- Collaborates with internal and external personnel (e.g. drivers, coaches, community members, etc.) for the purpose of implementing and maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. investigating complaints, scheduled maintenance, inspections, etc.) for the purpose of providing information to the District while ensuring the department remains in compliance with Local, State, and Federal regulations.
- Conducts accident investigations (e.g. reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements, insurance carrier procedures, and District policies.
- Coordinates student transportation activities (e.g. routes are filled, updated, etc.) for the purpose of ensuring that district transportation needs are met.
- Directs day-to-day operations (e.g. drivers are on routes, substitutes available, etc.) for the purpose of providing services within established timeframes and district policies while remaining in compliance with Local, State, and Federal regulatory requirements.
- Facilitates a variety of meetings (e.g. staff meetings, workshops, regulatory updates, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors repairs, invoices, orders, warranties from shop mechanics for the purpose of ensuring all buses are safe and in good working condition.
- Monitors related financial activities (e.g. budget allocations, expenditures, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and gathering information required to perform functions.
- Performs personnel administrative functions (e.g. evaluating bus drivers, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
- Prepares a wide variety of materials (e.g. maps, driver schedules, route reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and providing supporting materials for requested actions.

- Receives information regarding incidents, complaints, and accidents for the purpose of informing others who make a resolutions while meeting regulatory requirements.
- Researches a variety of topics (e.g. new bus routes, bus schedules, new equipment/materials, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information, and responding to requests.
- Responds to inquiries from a variety of stakeholders (e.g. department personnel, law enforcement, vendors, parents, etc.) for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Schedules regular inspections of all buses for the purpose of ensuring compliance with required bus driver reviews of their bus.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: state and federal guidelines related to school transportation; personnel processes; pertinent codes, policies, regulations and laws; and budget management and accounting.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with parents, school personnel, and staff; meeting deadlines and schedules; working as part of a team; remaining flexible to changing conditions; making quick and accurate decisions; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:** The four years of experience may be obtained through a combination of training experience and bus driving.

**Required Testing:**

**Certificates and Licenses**

Pre-Employment Drug Test

Class "B" Commercial Driver's License (or above)  
w/Bus & Passenger Endorsement

**Continuing Educ. / Training:**

**Clearances**

10-year Motor Vehicle Report  
Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

7/24/2018

**Salary Grade**

ADM - H