

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### DIRECTOR OF TRANSPORTATION

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution.
- (2) Experience in School Bus Transportation or related work.
- (3) Appropriate valid Florida Driver's License.
- (4) Experience in administration.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Computer skills. Knowledge of routing techniques and budgetary processes. Knowledge of billing and purchasing processes. Ability to communicate effectively. Understand mapping and demographic strategies.

#### REPORTS TO:

Chief Finance Officer

#### JOB GOAL

To assure the District has safe, adequate and efficient transportation for students and employees.

#### SUPERVISES:

Supervisor of Transportation Maintenance  
Supervisor of Transportation Operations  
Mapping Specialist  
Assigned Transportation Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Communication

- \* (1) Keep the Chief Finance Officer and Superintendent informed about departmental functions and concerns.
- \* (2) Communicate effectively orally and in writing with a variety of personnel.
- \* (3) Respond to inquiries and concerns from schools, parents, and employees in a timely manner.

##### Critical Thinking

- \* (4) Project needs for additional or replacement buses.
- \* (5) Assist in the development to policies and administrative guidelines for transportation services.
- \* (6) Consult with the Board's negotiating team in preparation for

- collective bargaining.
- \* (7) Facilitate the development of the Department's Continuous Improvement Plan.

## **DIRECTOR OF TRANSPORTATION (Continued)**

### **Proactive Orientation**

- \* (8) Interview and recommend personnel for the transportation department.
- \* (9) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (10) Direct the training programs for transportation employees.
- \* (11) Provide proactive leadership for the department.

### **Facilitation**

- \* (12) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (13) Facilitate problem-solving.

### **Continuous Improvement**

- \* (14) Set high standards and expectations for self and others.
- \* (15) Keep abreast of laws policies, and rules related to school transportation.
- \* (16) Assist school and District staff, as well as department staff, in keeping abreast of school transportation issues and requirements.
- \* (17) Keep abreast of new trends and directions in school transportation.

### **Technical/Professional Knowledge**

- \* (18) Develop a District-wide transportation program to meet requirements of the daily instructional program and extracurricular activities.
- \* (19) Plan the department budget.
- \* (20) Direct the routing of school buses.
- \* (21) Direct the maintenance of the District fleet.
- \* (22) Direct the training of transportation department personnel.
- \* (23) Work with supervisor to evaluate the performance of department employees.
- \* (24) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- \* (25) Demonstrate initiative and a proactive orientation to recognizing and resolving issues, concerns, or problems.

### **Constancy of Purpose**

- \* (26) Serve on task forces outside the system to establish District needs such as Road Construction and Disadvantage Transportation Board.
- \* (27) Serve on committees, councils and task forces related to transportation services.
- \* (28) Support the District's vision, mission, goals, and priorities.

- \* (29) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (30) Perform other incidental tasks consistent with the goals and objectives of this position.

**DIRECTOR OF TRANSPORTATION (Continued)**

**Managerial**

- \* (31) Direct the purchase of necessary equipment and supplies.
- \* (32) Prepare all required reports and maintain all required records.
- \* (33) Monitor data and information relative to transportation services.
- \* (34) Manage the transportation budget.

**Decisiveness**

- \* (35) Review requests and complaints relating to transportation services and respond or make recommendations to appropriate school or division administrators.
- \* (36) Make and share decisions in a timely manner.
- \* (37) Respond quickly to emergency situations.
- \* (38) Address personnel problems promptly and directly.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
 Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Boards policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**Board Action** \_\_\_\_\_  
**Approved** \_\_\_\_\_  
**Revised** 10/5/04