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:

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