

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

SUPERVISOR OF TRANSPORTATION OPERATIONS

Salary Schedule: MGMT 1	Contracted Work Days: 245 Daily Work Hours: 7.5	Instructional - Exempt Status
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JOB GOAL: To provide for a safe and efficient transportation of District students that allows for a positive customer-friendly and secure environment.

REQUIRED QUALIFICATIONS:

1. Bachelor’s Degree
2. Minimum of three years successful experience in supervision/administration or Florida Educator Certification in Educational Leadership or Administration/Supervision
3. Appropriate Driver’s License

DESIRED QUALIFICATIONS:

1. Knowledge of School Bus Transportation

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate leadership skills in both formal and informal settings
2. Communicate effectively in written and oral form using positive interpersonal skills
2. Knowledge of transportation practice
3. Understand mapping and demographic strategies
4. Knowledge of budgetary processes
5. Knowledge of bidding and purchasing practices
6. Knowledge of state regulations related to student transportation

REPORTS TO: Director of Transportation

SUPERVISES: Driver Trainer
Area Managers
Route Specialist
Mapping Specialist
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

1. Develop and maintain a formal system for the evaluation of school bus routes
2. Develop the annual operating budget for all areas except vehicle maintenance
3. Plot and organize bus stops to allow for safe walking distance for all students (according to their individual special needs where applicable)
4. Route buses so as to allow for optimum load efficiency, yet allow for normal daily

fluctuation in riders

5. Provide route sequencing information to maximize efficient and cost-effective travel paths according to established student time on bus criteria
6. Consult with the Board's negotiating team in preparation for collective bargaining
7. Assist the Planning and Facility Departments in establishing school boundaries
8. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions

Communication

1. Work closely with schools to determine student and school needs on a daily basis
2. Communicate effectively orally and in writing
3. Respond to inquiries or concerns in a timely manner

Proactive Orientation

1. Support schools and provide transportation service for each school's extracurricular activities and programs
2. Promote school bus safety in driving and behavior management on school buses
3. Formulate recommendations for employment, assignment and termination of personnel
4. Demonstrate initiative in performance of assigned responsibilities
5. Anticipate problems and design processes and procedures to address them

Critical Thinking

1. Identify strengths and weaknesses in the transportation operations (excluding garage operations)
2. Assist in developing the Department's Continuous Improvement Plan
3. Review and analyze data related to Transportation Operations

Continuous Improvement

1. Set high standards and expectations for self and others
2. Develop and maintain a systematic program for the improvement and updating the skills of all Area Managers, Route Specialists, Bus Drivers, and Transportation Assistants
3. Train bus drivers to use professional defensive driving techniques to allow for safe, courteous drivers
4. Provide training to drivers to continuously enhance their bus management skills for student behavior
5. Keep abreast of laws, regulations, and policies in assigned area of responsibility
6. Assist department staff in keeping up-to-date and well-informed about issues and changes in area of responsibility
7. Keep abreast of trends and developments related to transportation operations

Facilitation

1. Coordinate activities of school authorities, other governmental agencies, employees, and the public in regard to school bus transportation
2. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment
3. Facilitate problem-solving by individuals or groups

Managerial

1. Assist in the assignment of school buses
2. Maintain records and prepare required reports relevant to the operations of the transportation department
3. Prepare or supervise the preparation of all required reports and maintain all required records
4. Follow up with drivers on a timely basis to reinforce safe driving and bus management concerns

Constancy of Purpose

1. Serve on committees, councils, and/or task forces
2. Exhibit support for the District's vision, mission, goals, and priorities
3. Serve as a district representative at emergency shelters as determined by the Superintendent
4. Perform other incidental tasks consistent with the goals and objectives of this position

Decisiveness

1. Make and share decisions in a timely manner
2. Respond quickly in emergency situations