

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

TRANSPORTATION OPERATIONS MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Associates degree preferred.
- (3) Valid Florida Commercial Driver's License (CDL), Class B, with passenger endorsement and School Bus (S) endorsements.
- (4) Three (3) years experience as a Driver Trainer or Safety Officer with a school transportation department or in fleet operation preferred.
- (5) Successful completion of Florida Third Party Examiner Co within the first year as classes become available.
- (6) Successful completion of Florida Department of Education Driver Trainer (50 hour) Course within the first year as classes become available.
- (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work cooperatively with colleagues, drivers, transportation personnel, school administrators, and parents/clients. Knowledge of county, state and federal regulations regarding transportation safety and driver training. Ability to analyze problems and suggest solutions. Ability to plan, design, implement, and evaluate training programs for bus drivers of commercial vehicles. Ability to read maps and use electronic distance measurement instruments. Ability to maintain accurate records and files. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision.

REPORTS TO:

Director of Transportation

JOB GOAL

To assist in providing safe, efficient, and professional operation of bus fleet and other district vehicles.

SUPERVISES:

Assigned personnel.

GENERAL RESPONSIBILITIES:

Develop and coordinate school bus routes, establish safe and efficient bus stop locations, and supervise bus drivers and attendants to ensure timely and safe bus transportation is provided. Meet with parents, drivers, attendants and school personnel regarding student discipline issues and/or complaints about service or employee conduct.

Submitted for Board Approval: 9/11/07

Revised: 07/28/09

Revised: 10/21/14

TRANSPORTATION OPERATIONS MANAGER (Continued)

Instruct and train new hires to meet DOT requirements and safety procedures. Train and test all school district employees that are required to have a class B or C license. Notify all employees of new DOT or DOE commercial driver's license changes and/or additions.

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- *(1) Supervise assigned bus drivers and assistants, conduct annual performance appraisals/evaluations and make recommendations for appropriate employment actions.
- *(2) Plan and implement programs, policies and procedures to provide effective and efficient safety training programs in support of all school transportation.
- *(3) Analyze safety, using current laws and policies, and suggest corrective actions.
- *(4) Plan, design, implement and evaluate training programs for all school bus drivers, assistants, and drivers of commercial vehicles.
- *(5) Compile data and analyze training needs in order to develop educational materials for improving driver performance.
- *(6) Schedule and implement bus safety programs for elementary students.
- *(7) Maintain accurate and current driver files as required to monitor health, safety and driver history issues.
- *(8) Investigate and correct unsafe or hazard conditions at bus stops.
- *(9) Monitor CDL drivers to ensure compliance with applicable procedures and laws.
- *(10) Review Department of Motor Vehicle (DMV) on a monthly basis to identify any applicable driver's license suspensions.
- *(11) Assist with on-site handling of disruptive student behavior or student injury on buses or at bus stops.
- *(12) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(13) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(15) Ensure adherence to good safety standards.
- *(16) Maintain confidentiality regarding school/workplace matters.
- *(17) Model and maintain high ethical standards.
- *(18) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(20) Serve as district investigator of vehicle accidents; assist law enforcement and prepare reports for submission to risk Management.
- *(21) Exercise service orientation when working with others.
- *(22) Keep supervisor informed of potential problems or unusual events.
- *(23) Use effective, positive interpersonal communication skills.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Serve on school/district committees as required or appropriate.

System Support

- *(26) Exhibit interpersonal skills to work as an effective team member.

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TRANSPORTATION OPERATIONS MANAGER (Continued)

- *(27) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(28) Demonstrate support for the school district and its goals and priorities.
- *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(31) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Professional Technical	Grade F	250 day contract (12 months)
FLSA Exempt		

EVALUATION:

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

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 Revised: 07/28/09
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