



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Executive Director, Student Transportation & Fleet Services  
**JOB CODE:** D-001  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** E  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief Strategy & Operations Officer  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:** Responsible for planning, organizing and directing the activities and mission of the Student Transportation & Fleet Services Department. Develop and implement best practices by managing the daily operations of Student Transportation and Fleet Services, ensuring appropriate resources are available to deliver safe, effective, and efficient services.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Executive Director, Student Transportation & Fleet Services shall carry out the performance responsibilities listed below.**

- Supervise staff as assigned in the performance of job duties.
- Plan, organize, and administer the operations of the Student Transportation & Fleet Services Department to provide an efficient and dependable system of school transportation and fleet services for the entire District.
- Develop, implement, and maintain strategic, fiscal and capital improvements plans for the Department.
- Ensure the safety of children through the management and adherence to safety measures. Ensure compliance with all Federal, State, and State Board of Education regulations, including the National Highway Traffic Safety Administration (NHTSA), Occupational Safety and Health Administration (OSHA), and the Omnibus Transportation Employee Testing Act (OTETA).
- Collaborate with internal and external stakeholders such as parents, the community, transportation regulation agencies and authorities, vendors, etc., for the purpose of implementing and/or maintaining services and program.
- Develop and maintain approved bus routes and time tables.
- Assess incidents and complaints related to safety issues, transportation routes, legal issues, department staffing, among others, for the purpose of resolving or recommending a resolution to the situation.
- Provide leadership and direction to Student Transportation & Fleet Services staff, including staff selection, development, evaluation and discipline consistent with Board policies.
- Oversee marketing and outreach programs to ensure community awareness of Student Transportation & Fleet Services mission and initiatives. Promote relevant programs and concepts in relation to safety initiatives, back-to-school awareness, etc.
- Represent department to the community and provide responses and updates to high level and/or critical transportation issues.
- Develop and maintain the Student Transportation & Fleet Services operating budget. Monitor budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that the budget and allocations are accurate and revenues and expenses are reflected.
- Serve as the Management Representative for the Student Transportation & Fleet Services Department on Employee & Labor Relations matters.
- Develop and foster effective collaboration between the Student Transportation & Fleet Services Department and the School District, to ensure an integrated approach is used to provide services and fulfill the District's education goals and objectives in a cost-effective matter.
- Provide leadership for fleet services and maintenance management programs.
- Monitor the management, development, and revision of school bus routes, bus stops, walk zones and map upgrading.
- Supervise the management and development of District school bus routes for all exceptional, alternative, gifted, choice and charter schools and other special education programs.

- Direct the administration of payroll and timekeeping for Student Transportation & Fleet Services staff.
- Participate in parent, school, and special event conferences scheduled by principals and/or other staff members. Meet with principals, the general public, parents and other administrators and maintain effective public relations.
- Collaborate with Broward County Transit to identify opportunities to improve and streamline District transportation.
- Utilize Key Performance Indicators (K.P.I.'s) to track department trends. Track, monitor and utilize department and District data to improve efficiencies. Develop long range capital plans using District specific goals.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Attend industry related conferences and workshops as permitted, review current developments, literature, and technical resources for information related to job responsibility.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in business or public administration, engineering, transportation management or other related field.
- A minimum of seven (7) years, within the last ten (10) years, of more progressive experience developing processes, policies and programs for a school district or other large organization, including at least five (5) years in a management capacity.
- Demonstrated experience in one or more of the following: developing budgets and managing complex logistics, transit operations, freight operations, bus and/or fleet networks.
- Prior experience in school transportation.
- Prior experience with automated bus routing/scheduling or maintenance management systems.
- Prior experience in developing creative services and cost-effective solutions and developing a culture of responsive and responsible teams.
- Excellent written and oral communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in business or public administration, engineering, transportation management or degree in a related field.
- Minimum of six (6) years, within the last ten (10) years, of more progressive experience developing processes, policies and programs for a school district or other large organization, including at least five (5) years in a management capacity.
- Demonstrated experience in one or more of the following: developing budgets and managing complex logistics, transit operations, freight operations, bus and/or fleet networks.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Meets with principals, the general public, parents and other administrators as required to resolve and improve operational management of the Student Transportation and Fleet Services Department.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force 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 School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/7/76

ER80-12 Approved: 10/2/80

Revised: 7/23/84 & Adopted: 8/16/84

Revised: 3/21/85 & Adopted: 4/15/85

Item G-7: 11/6/86

Realignment: 4/12/94

Revised: 4/11/95 & Adopted 5/16/95

Title & Realignment Changes: 3/19/96

Realignment: 5/6/97

Revised: 4/21/98

Adopted: 5/19/98

Realigned: 4/7/98

Board Adopted: 12/16/03\*

Board Adopted: 01/18/05

Board Approved: 06/21/11

Board Adopted: 08/02/11

Board Approved: December 18, 2012

Board Adopted: January 15, 2013

Board Approved: 4/10/18

Board Adopted: 5/8/18