

**Orange County Public Schools
Job Description**

MANAGER, TRANSPORTATION (AREA)

QUALIFICATIONS:

1. Bachelor's degree from an accredited institution in Business Management, Public Administration or related field; or any equivalent combination of related education, training and/or experience, which provides the required knowledge, skills, and abilities to perform the essential job functions.
2. Three years of responsible leadership experience in management or supervisory positions
3. Experience in transportation operations or related transportation field preferred.
4. Knowledge of all facets of transportation operations management, to include the scheduling, routing and safe operation of school buses, preferred.

TERMS OF EMPLOYMENT:

Non-bargaining Unit Compensation Plan, twelve months. May have some seasonal requirements to work beyond a normal business day. The incumbent is considered to be "essential personnel" during an emergency and can be subject to being held over or called back to a district location at all times.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all facets of transportation operations management with leadership and management ability; skill in application of principles of personnel supervision; effective oral and written communication skills; knowledge of computer systems; ability to apply principles of Continuous Quality Improvement (CQI) in daily activities; knowledge of applicable county, state and federal transportation regulations; ability to conduct accident investigations; skill in preparation of routine correspondence in support of transportation services.

REPORTS TO:

Senior Administrator, Transportation Services

JOB GOAL:

To assist in providing safe, efficient and professional transportation services for OCPS students.

SUPERVISES:

Lead bus operator, section leader, support service clerk, bus operators and bus monitors.

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

PERFORMANCE RESPONSIBILITIES:

- * Manifests a professional code of ethics and values.
- * Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Work within approved budget, resources, and standard operating procedures.
- * Responsible for the management of all operations within the unit consistent with district strategic plan and district expected ends/results as defined by departmental scorecards.
- * With and through staff, develop plans and identify expected outcomes/results for each key performance indicator (KPI) of the unit.
- * Coach and/or mentor all subordinates, especially new employees; inspire trust and respect.
- * Take responsibility for direction of bus operators, bus monitors, section leaders, and support service clerks in accomplishment of daily assignments.
- * Counsel employees that are not meeting performance expectations.
- * Interview, counsel, evaluate and recommend employment and termination of bus operators and monitors.
- * Ensure all bus operators and bus monitors comply with applicable county, state, FDOE, DOT, school board policies, statutes and directives.
- * Physically inspect a random sampling of buses for pre/post trip inspection compliance weekly.
- * Physically inspect a random sampling of buses for cleanliness compliance weekly.
- * Coordinate with administrators, principals, parents and students, as well as bus operators and bus monitors, to improve safety and quality of transportation services.
- * Visit assigned schools during arrivals and dismissals, weekly at minimum.
- * Oversee compliance of bus route schedules, bus operator efficiency and recommend changes as deemed necessary.
- * Perform 24-hour on-call response support for entire Transportation Services section to handle emergencies and unusual situations for OCPS and other visiting school district vehicles as required. Will perform, at minimum four weeks, on-call duties after normal business hours.
- * Must be accessible by cell phone when on-duty and on-call.
- * Ensure all bus operators comply with FDOE physical examination and annual dexterity test requirements.
- * Prepare and ensure accuracy and accountability of FEFP and other mandatory reports.
- * Conduct and coordinate instructional training sessions for bus monitors and bus operators to meet all federal, state and county transportation statutes.
- * Perform mediation with union representatives for level I and II grievances.
- * Serve as liaison with school officials, law enforcement personnel or district staff for incidents of vandalism, assaults, child neglect/abuse, drug/alcohol abuse or vehicular accidents.
- * Respond to all school bus crashes/incidents.
- * Collect required information at school bus crashes/incidents, including video (if available).
- * Perform miscellaneous supervisory duties including records management, office management, investigations, budgeting and public relations support.
- * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates and inspires trust and respect.

- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
 - * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
 - * Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
 - Perform other duties and responsibilities as assigned by the supervisor.
- * Essential Performance Responsibilities

EVALUATION:

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