



**Job Title:** Director – Transportation

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 6

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide safe, efficient transportation for all students eligible for school bus transportation within the School District to enable them to take full advantage of the complete range of curricular and extracurricular activities offered by the District's schools.

## **ESSENTIAL JOB FUNCTIONS**

- Develops, organizes, and administers a transportation program to meet the requirements of the instructional program and extracurricular activities, following appropriate federal, state, and School board regulations, directives, and policies associated with school bus transportation operations.
- Supervises the preparation of bus routes for all public schools in the District.
- Ensures that bus schedules are prepared and updated for all public schools in the District.
- Oversees the maintenance of all district-owned vehicles and develops plans for preventative maintenance, ensuring that the state-mandated school bus inspection program is followed.
- Oversees the bus operator and bus assistant training programs
- Prepares an annual school bus replacement plan and submits for approval.
- Supervises preparation of the transportation payroll on a monthly and biweekly basis.
- Authorizes purchases in accordance with budgetary limitations and subject to rules, regulations, and policies of the District.
- Maintains safety standards in compliance with state and issuance regulations and develops a program of preventative safety.
- Manages the Federal Drug and Alcohol Testing Program for District personnel required to hold a Commercial Driver's License (CDL).
- Assists in managing and overseeing the administration of agreements resulting from collaborative bargaining negotiations associated with school bus operation.
- Supervises preparation of a biweekly newsletter for dissemination to all transportation personnel.
- Participates as an instructor in the training of school bus operators and oversees the training program.

- Responds appropriately to all emergency situations.
- Investigates requests and complaints relating to transportation and responds or makes recommendations as appropriate.
- Serves as a member of the Escambia/Santa Rosa Community Traffic Safety Team and other councils or committees as assigned or appropriate.
- Collaborates with other departments and divisions and works closely with school administrators and District staff in regard to school schedules and other transportation matters.
- Communicates with the news media on school bus issues as necessary.
- Serves as a liaison with the Florida Department of Education and other agencies for assigned areas of responsibility.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Director informed of potential problems or unusual events.
- Prepares the transportation budget and monitors its implementation.
- Recruits, trains, and supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintain appropriate records, including the Florida Education Finance Program (FEFP) survey data which is submitted electronically to the Florida Department of Education.
- Prepares and possesses knowledge of automated routing system for route optimization.
- Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution in Business Administration, Transportation, or related field; with successful administrative experience in a major school bus operation.
- Academic course work or experience in accounting, finance, or fleet management.
- Minimum of five (5) years of supervisory experience with responsibilities related to the transportation operations of a School District.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of federal and state law as it pertains to school transportation, traffic laws, and regulations.
- Requires the ability to display knowledge of school transportation systems and equipment.
- Requires the ability to plan and schedule a district-wide bus routing program.
- Requires the ability to display experience with automated bus routing and optimization systems.
- Requires the ability to display knowledge of vehicle service and maintenance techniques and procedures.
- Requires the ability to display knowledge of safety standards for vehicles, transportation, and inspection requirements.
- Requires the ability to manage finances and a departmental budget.

- Requires the ability to recruit, select, supervise, and evaluate personnel.
- Requires the ability to plan, manage, direct, and staff a large department.
- Requires the ability to communicate effectively with school administrators, employees, and the public.
- Requires the ability to utilize technology to enhance management of the department.
- Requires the ability to manage the budget within the assigned department.
- Requires the ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery and technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, speaking, and talking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**