



Assistant Director of Transportation

Exempt

General Definition of Work

To assist the director in ensuring that all departments in the school system are provided safe and efficient transportation with the primary responsibility of transporting children to and from school. This position is performed by effectively managing personnel, materials, and vehicles to accomplish the task. This job has direct management (along with the director) of the following functions: vehicle maintenance management, routing and scheduling, and daily personnel management of staff, recruitment, school bus safety and accident investigation.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

Pay Grade 73

Reports to

Director of Transportation

Essential Functions

- Adheres to all state and local laws, policies, and procedures.
- Ensures that all periodic vehicle maintenance is performed adequately and within specified time periods, and that staff has proper tools and equipment available to complete assigned duties in the shop (garage area).
- Oversees and participates in recruitment, employment, transfer, promotion, and release of department personnel.
- Serves as liaison with school administrators to resolve transportation issues.
- Organizes and/or participates in projects to promote school bus safety.
- Oversees and participates in the preparation of state and local budget requests.
- Administers and oversees all transportation budgets and preparation of statistics and reports of budget items.
- Oversees and participates in the daily operations of the transportation facility.
- Oversees the collection and completion of required data; investigates issues and writes reports.
- Supervises inventory control and maintenance of computerized vehicle/equipment records and vehicle warrants.
- Ensures assignment of mechanics to specific and general tasks related to preventive maintenance and reviews unscheduled maintenance to determine cause and effect.
- Supervises a routing department that maintains integrity of student transportation database, school boundaries and bus route information.
- Supervises and participates in investigation of traffic accidents.
- Participates in redistricting for new schools, prepares reports, and makes recommendations to

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the Director of Transportation and/or Chief Operations Officer.

- Analyzes bus routes and staff time to maximize efficiency.
- Researches different vendors and opportunities for cost savings to the transportation department.
- Attends workshops and leadership training sessions for professional development.
- Establishes professional development opportunities for various groups within the transportation department.
- Develops and maintains a comprehensive Bus Driver Handbook.
- Implements methods to keep positive communication among all groups within departments and build morale.
- Performs random field observations to ensure excellence from all staff members in the transportation department.
- Performs yearly evaluations for crew members
- Prints, monitors, and distributes preventative maintenance work orders for crew members
- Ensures required parts needed for repairs are on order ahead of time.
- Performs diagnostics for troubleshooting purposes in areas of school bus maintenance
- Works with dispatch to monitor the spare board
- Performs routine spot checks for buses
- Coordinates with cost clerks regarding warranty work
- Oversees and manage garage staff members, including hiring, disciplinary actions, and dismissal
- Monitors and reports inclement weather situations to the Director of Transportation
- Performs budget analysis and makes recommendations to Director of Transportation

Knowledge, Skills, and Abilities

- Knowledge of office practices and procedures.
- Knowledge of business letter writing and memos.
- Skills in keyboarding with accuracy at the necessary speed for the position.
- Skills in operating a computer with word processing, spreadsheet, and desktop publishing applications.
- Ability to communicate effectively both orally and in written form.
- Ability to reason, make judgments, and maintain effective working relationships with others.
- Ability to utilize positive human relation skills with staff.
- Ability to compile and summarize information.
- Ability to resolve problem situations with sound judgment.
- Ability to demonstrate proper telephone etiquette.
- Ability to maintain confidentiality in matters relating to the school system.
- Ability to exercise independent judgment and initiative in completing work assignments.
- Ability to compose correspondences independently.
- Ability to work in the absence of supervision.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience

- Bachelor's degree preferred, with the focus in management or administration.



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- Five years successful supervisory experience preferred with focus on pupil transportation with increasing levels of responsibility.
- Experience preparing budget requests and overseeing annual budgets.
- Experience in customer service and/or quality assurance field.
- Knowledge of bus routing and scheduling with focus in TIMS.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Special Requirements

- Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.