

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Transportation Services

QUALIFICATIONS

- Master's Degree in Educational Administration, Business Administration, Public Administration or a Bachelor's Degree and five (5) years of management experience related to transportation in public schools.
- Minimum of three (3) years of public school experience or public mass transportation experience with at least one year of experience in a supervisory capacity.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of technology as related to departmental functions.
- Knowledge of current trends and best practices.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in problem solving, human interaction, and conflict management.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize.
- Ability to provide leadership to assigned personnel.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

SUPERVISION

REPORTS TO Deputy Superintendent of Operations
SUPERVISES All Transportation Services Personnel

POSITION GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra curricular activities offered by the District's schools.

PERFORMANCE RESPONSIBILITIES

1. * Develop and administer a transportation program to meet all requirements of the daily instructional program and extra curricular activities.
2. * Direct maintenance and repair of school buses and other vehicles owned by the School Board.
3. * Direct the buying of parts and supplies for the Transportation Department.
4. * Consider and recommend special services, bus routes and route extensions.
5. * Recommend employment of new bus drivers, monitors, and mechanics.
6. * Investigate requests and complaints relating to Transportation and respond or make recommendations to the Deputy Superintendent of Operations or Principal for response.
7. * Develop and maintain a training program for bus drivers, monitors, and mechanics.
8. * Prepare required reports.
9. * Perform inspections of buses and maintain records on maintenance and repair of buses and other vehicles owned by the School Board.
10. * Serve on various committee assignments and other projects.
11. * Recommend policies and procedures for transportation services.
12. * Assist with the preparation of the division budget.
13. * Prepare and assist with conducting periodic studies for the purpose of improving the transportation operation.
14. * Conduct annual survey of bus requirements and makes recommendations to administration for the purpose of new buses and equipment.
15. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITY

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm
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.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-BO2 \$87,790 - \$134,668
District Salary Schedule
Months **12**
Annual Days **258**
Weekly Hours **37.5**
Annual Hours 1935

POSITION CODES

PeopleSoft Position **00000004**
Personnel Category **2**
EEO-5 Line **6**
Function **7800**
Job Code **1418**
Survey Code **78005**

FLSA

Applicable
 Not applicable

Previous Approval Date

BOARD APPROVED

March 25, 2003
July 21, 1994

ADA Information Provided by **ECMS/Jean Johnson**
Position Description Prepared by **ECMS/Jean Johnson**