

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Area Transportation

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Valid Florida Commercial Driver License Class B with Passenger and S Endorsements and verification of an acceptable driving record through the State Department of Motor Vehicles. (NOTE: If you do not meet this qualification, you will be trained.)
- Three (3) year(s) of successful school bus driving.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of applicable laws, rules, policies and procedures.
- Skilled in problem solving, human interaction and conflict management.
- Ability to work cooperatively and with a variety of personnel and the public.
- Ability to use a two-way radio.

SUPERVISION

REPORTS TO Assistant Director of Transportation Services
SUPERVISES Designated Transportation Services Employees

POSITION GOAL

To supervise school bus drivers and monitors in an assigned geographical area of the county, and assist in the overall coordination of the Transportation Services Department.

PERFORMANCE RESPONSIBILITIES

1. *Supervise and evaluate drivers and monitors in assigned area.
2. *Assist with Florida Education Finance Program Transportation reporting and other state and local reports.
3. *Conduct pre-employment screening and training of prospective school bus drivers when requested.
4. *Serve as liaison between District/school personnel and SCPS Transportation Services.
5. *Assist with the in-service training of school bus drivers.
6. *Assist with accident investigations and related record keeping.
7. *Assist with scheduling and recording of driver substitutions, spare bus assignments and reporting of bus breakdowns.
8. *Assist with driver assignments for extra-curricular field trips.
9. *Evaluate and recommending employment, reappointment, and termination, if appropriate, of school bus drivers and bus monitors.
10. *Assist with routine office communications.
11. *Coordinate and dispatch bus maintenance requests.
12. *Inspect buses for cleanliness and required paperwork.
13. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
14. *Prepare or oversee the preparation of all required reports and maintain appropriate records.
15. *Serve as substitute driver or monitor.
16. *Maintain a valid Florida Commercial Driver License Class B with Passenger and S Endorsements.
17. Perform other duties as assigned by the Director of Transportation or his/her designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

School Bus, Two-Way Radio, Computer Programs, Telephones, District Vehicle, Cell Phones

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

PHYSICAL ACTIVITIES

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.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
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 exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
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

Outdoors	The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Indoors / Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
None	The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO-H-13 \$42,283 - \$72,239
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 18
EEO-5 Line 52
Function 7800
Job Code 1437
Survey Code 78034

FLSA

Applicable
 Not applicable Previous Board Approval

ADA Information Provided by Transportation Services
Position Description Prepared by Julie Murphy

BOARD APPROVED

October 18, 2016
November 21, 2006
August 28, 2001
April 12, 1994