

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, Transportation Operations and Support

#### QUALIFICATIONS

- Bachelor's Degree and five (5) years of experience in transportation preferred. Managerial experience in pupil transportation will be considered in lieu of degree.
- 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.)

#### KNOWLEDGE, SKILLS, ABILITIES

- Comprehensive knowledge of student transportation and/or training and development, strategic planning, and organizational leadership.
- Ability to work with all levels of school personnel and other members of the Transportation Services staff while maintaining positive relations with parents and the general public.
- Knowledge of computer applications as related to specific job functions.

#### SUPERVISION

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

#### POSITION GOAL

***To assist the Director in providing safe and efficient school bus transportation. Oversee the recruitment, hiring, training, and retention of transportation personnel.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Coordinate and facilitate recruitment and retention of prospective employees.
2. \*Conduct pre-employment screening and training of prospective school bus drivers and bus monitors, including processing and retention of hiring, training, and personnel records.
3. \*Develop, implement, and facilitate training programs for all Transportation employees and ensure compliance of required training for all areas.
4. \*Supervise and evaluate assigned transportation personnel.
5. \*Evaluate and recommend employment, reappointment, and termination or appropriate disciplinary action, if necessary, of select transportation personnel.
6. \*Facilitate the employee suggestion program and other assigned activities for Transportation.
7. \*Assist with compliance of annual physicals for school bus drivers.
8. \*Assist with facilitating the Department of Education Transportation Sector Audit Review.
9. \*Facilitate the workers' compensation program, to include processing and retaining records.
10. \*Maintain a valid Florida Commercial Driver License Class B with Passenger and S Endorsements.
11. \*Serve as substitute driver or monitor in emergency situations.
12. Perform other duties as assigned by the Director of Transportation or his/her designee.

*\*Denotes essential job function/ADA*

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## EQUIPMENT / MATERIALS

Computer, Telephone, Two-Way Radio, Copier, Fax Machine, District Vehicle, Pager, Cell Phone

## 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 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.  
**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.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**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.  
**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

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

## TERMS OF EMPLOYMENT

### PAY GRADE

AO-17-J \$43,871 - \$73,834  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 14  
EEO-5 Line 44  
Function 7800  
Job Code 1463  
Survey Code 78010

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

October 18, 2016  
November 21, 2006

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