

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR, TRANSPORTATION

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in education / appropriate area.
- (2) Minimum of five (5) years appropriate experience may be used in lieu of Bachelors Degree.
- (3) Minimum of three (3) years supervisory / administrative experience desired.
- (4) Possess a valid Florida CDL Class B license with air brakes, passenger and school bus endorsements.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in office practice skills. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations as they apply to school bus operations and State traffic laws. Ability to supervise and manage a large staff of employees.

REPORTS TO:

Assistant Superintendent, Administration

JOB GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the range of curricular and extracurricular activities offered by the District.

SUPERVISES:

All Transportation Employees

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise the planning, implementation and evaluation of transportation services.
- * (2) Supervise the inspection, maintenance and repair of school buses and other vehicles owned by the School Board.
- * (3) Establish specifications for repair work to all District vehicles beyond the capacity of District personnel.
- * (4) Develop, coordinate and administer the bus routing system, including special transportation requests.
- * (5) Serve as a liaison with parents, school personnel and the public regarding all transportation issues.
- * (6) Project needs for replacement or additional buses.
- (7) Assist with F.E.F.P. data collection and reporting.
- * (8) Maintain safety standards for school transportation in accordance with federal, State and local regulations.
- * (9) Coordinate recruiting, training, supervision and evaluation of all transportation employees.
- *(10) Approve transportation service invoices.
- (11) Complete, submit and dispatch all required reports.
- (12) Assist in the development of administrative guidelines and policies.

DIRECTOR, TRANSPORTATION (Continued)

- (13) Assist in the development, implementation and evaluation of staff development activities for transportation services.
- (14) Assist in the preparation of the administrative services budget for transportation services.
- *(15) Use positive, effective interpersonal communication skills.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(17) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Lane D TSP

Salary Index 1.0390 of the Administrative Salary Schedule

DOE Job Code 78005

Revised Board Approval 04/11/2017