

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/20	DIRECTOR, TRANSPORTATION SERVICES	3.9.1
Effective Date	Job Title	Index

PURPOSE

The Transportation Director provides leadership and direction in managing the Transportation department of Oregon's second-largest school district in accordance with district, state and federal regulations and policies. The Director develops, plans, and executes all transportation functions and is responsible for ensuring services are delivered in a safe and efficient manner, within budget. This position is responsible for establishing and maintaining effective communication within the department and with students, parents, community members, district staff, department and school-based administrators. This position serves as a member of the Chief Operations Officer's leadership team and as an integral member of the district's Emergency Operations Center (EOC).

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Plans, directs, and supervises the operations and activities of the District's transportation department including the establishment of routes, scheduling and transport of students to and from school, special functions and activities, control of student conduct in buses, driver training, and the proper repair and maintenance of equipment.

Oversees the development of safe and efficient bus routes and stops, including special education transportation within and outside the district, McKinney-Vento and other contracted carriers.

Responsible for the management, maintenance and replacement of the district's entire fleet.

Prepares and recommends transportation department capital, operating budgets, and controls expenditures within approved budgets.

Prepares long- and short-range plans for operation of the transportation department.

Prepares long-range plans for acquiring new and replacement district vehicles.

Prepares cost estimates for requested or proposed additions and/or changes in transportation services.

Ensures timely and accurate reporting for district, state and federal reporting requirements, including fleet maintenance records.

Establishes operating practices and procedures to ensure conformance to federal and state rules and regulations regarding pupil transportation.

Administers the collective bargaining agreement associated with transportation services. Participates in collective bargaining teams and regular labor management meetings.

Investigates and resolves complaints about transportation services and personnel conduct.

Investigates and recommends courses of action on those disciplinary problems that could result in suspension of pupil transportation privileges.

Selects, hires, trains, terminates, evaluates, and recommends a cadre of staff for performance expectations, for meeting departmental needs.

Administers crossing guard program and cartage and hauling services.

Ensures vehicle and transportation service needs of the district are met through budget management, specification development, vehicle acquisition and maintenance, and availability of the entire district's fleet.

Integrates transportation operations into the district's Emergency Operations Center (EOC) as needed.

Represents the district on various internal and external committees as assigned.

Primary liaison to outside agencies and organizations related to transportation issues.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

District policy and procedures, federal and state laws, regulations and standards pertaining to the transportation industry, school buses and school transportation.

Fleet operations, equipment needs, and applicable software

Transportation vehicle acquisition, replacement specifications and applicable safety and legal standards.

Principles, practices and techniques of vehicle maintenance and related safety and standards.

Industry-accepted procedures for accident investigation and prevention.

Labor relations and employment law. Familiarity with employee contracts and processes.

Skill in defusing emotion-charged situations and conflict resolution and make appropriate timely decisions.

Skill in management of emergency situations. Ability to respond appropriately and timely in crisis.

Skill in strong, positive communication strategies to resolve customer concerns including parents, students, and staff. Ability to build a positive cohesive work environment.

Knowledge and understanding of methodologies and ability to implement strategies to accomplish goals and expectations.

Ability to:

Develop, implement and assess departmental policies and programs focused on best practices.

Think creatively in order to solve difficult problems with effective solutions,

Develop, manage and report budgets and financial information to a variety of customers.

Communicate effectively both orally and in writing with diverse groups of people. Ability to present to large and small groups.

Establish and maintain effective/appropriate relationships with school and district staff, students, business partners, and community groups.

Maintain confidentiality.

Maintain attention to detail and meet deadlines and schedules.

Work under pressure in a high stress environment and adapt to frequent and sustained interruptions.

Research, interpret and analyze information relevant to assigned responsibilities.

Utilize computers, software, and technology to support the district; ability to learn new software or technologies that offer value to the district.

Lead others effectively.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Bachelor's degree in administration, management or a relevant field of study. Qualifying experience may be substituted for educational requirements.

Five years of progressively responsible experience working in a large organization with a focus on transportation operations, logistics, facilities management, or related field.

Leadership and management experience in transportation is preferred.

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.