SUMMARY To maintain and coordinate the maintenance and safety of corporation transportation equipment and vehicles and supervise the transportation of corporation students

ESSENTIAL DUTIES AND RESPONSIBILITIES

Routes and Schedule
1. Supervises the efficient, safe scheduling of all corporation bus routes.
2. Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget. Designs and implements inclement weather procedures and communications.
3. Assesses incidents, complaints for the purpose of resolving or recommending a resolution to the situation.
4. Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.

Policy, Reports, and Laws
1. Implement federal and state law, State Board of Education rule, and board policy in transportation area.
2. Implements D.O.T. required drug testing in compliance with federal law.
3. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area.
4. Designs and coordinates transportation and corporation discipline policies and communicates these policies to parents, students, and staff.
5. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
6. Develop training options and improvement plans to ensure exemplary operation of transportation department.
7. Comply with applicable personnel policies.

Vehicle Maintenance and Repair
1. Prepares and manages procedures for the repair and maintenance of corporation vehicles including compliance with local, state, and federal transportation codes and regulations.

Budget and Inventory
1. Compile budgets and cost estimates based on documented program needs.
2. Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
3. Initiate purchases and bids in accordance with budgetary limitations and district policies.
4. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management
1. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.

SUPERVISORY RESPONSIBILITIES Evaluates Routing Specialist, Transportation Manager, Transportation Coordinator, Lead Bus Technician, Bus Technicians, Bus Drivers and Bus Monitors

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Bachelors degree or equivalent related experience and/or training in the transportation field.
SKILLS  Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to operate computers and utilize software related to transportation routing. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS  State bus certification, CDL License.

PHYSICAL DEMANDS  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to walk, hear, talk and drive to various locations within the district.

WORK ENVIRONMENT  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

East Allen County Schools reserves the right to modify, interpret, or apply this job description in any way the corporation desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at will."