

**SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION**

DIRECTOR, TRANSPORTATION DIVISION

SALARY SCHEDULE: ADMINISTRATIVE – C

COST CENTER: TRANSPORTATION DEPARTMENT (9030)

QUALIFICATIONS:

- (1) Bachelors Degree in administration or comparable field.
- (2) Experience in administration/supervision.
- (3) Possess good people skills.
- (4) Experience in working with school transportation preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

The Director of Transportation is responsible for the operation of all School Board vehicles. The Director must continually study the pupil transportation system to provide improved service and efficient economical use of transportation resources. He/she must be aware of all federal, state and local rules and regulations. He/she must constantly review bus routes and bus stop locations to ensure that they not violate safety standards as established by Sarasota County School Board and the State of Florida. The Director of Transportation reports to the Assistant Superintendent of School Support Services.

REPORTS TO:

Assistant Superintendent, Chief Operating Officer

JOB GOAL

To provide effective leadership and oversight of the transportation department to ensure safe, reliable, caring, courteous service to the students, the school system and the community through the cooperative efforts of well trained professionals.

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

- * (1) Ensures that the school bus fleet is operated in accordance with State Laws, Rules and Regulations, School Board Policy and Procedures and other appropriate guidelines.
- * (2) Ensures that a Safety Inspection is conducted of the entire school bus fleet every 20 days.
- * (3) Ensures all School Board vehicles are routinely serviced.
- * (4) Develops school bus routes in accordance with community needs and School Board policy.
- * (5) Is responsible for the establishment of an effective training program to ensure school bus drivers achieve a high standard in driving skills.
- * (6) Is responsible for the establishment of in-service education courses for employees.
- * (7) Is responsible for the establishment of a Safety Program to ensure that the school bus fleet are operated in the safest manner possible.
- * (8) Develops and recommends to the School Board for approval, policy as regards to the school bus fleet and Transportation support facilities to include opening and closing times for schools.
- * (9) Develops and submits an annual budget for the Transportation Division.

Director, Transportation (Continued)

- *(10) Responds to discipline problems and coordinates with principals and parents in the resolution of discipline and school bus related problems.
- *(11) Serves as a resource person in support of standing and Ad Hoc Committees.
- *(12) Responds to requests from community groups to discuss school bus operations in a public relations role.
- *(13) Is responsible for employee morale, efficiency and operational environment.
- *(14) Ensures school bus routes are organized in the most efficient manner commensurate with good management techniques and state guidelines.
- *(15) Prepares and presents recommendations to the School Board for the upgrade or improvement of the Transportation functions and develops policies and service procedures.
- *(16) Respond to inquiries or concerns in a timely manner.
- *(17) Disseminate information and current research to appropriate personnel.
- *(18) Keep well informed about current trends and best practices in areas of responsibility.
- *(19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(20) Promote and support professional growth for self and others.
- *(21) Develop annual goals and objectives consistent with and in support of District goals and properties.
- *(22) Maintain a network of peer contacts through professional organizations.
- *(23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(25) Serve on District, state or community councils or committees as assigned or appropriate.
- *(26) Represent, consistently, the District in a positive and professional manner.
- *(27) Provide leadership and direction for the assigned areas of responsibility.
- *(28) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- *(29) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(30) Assist in implementing the District's goals and strategic commitments.
- *(31) Exercise proactive leadership in promoting the vision and mission of the District.
- *(32) Provide oversight and direction for cooperative planning with other agencies.
- *(33) Set high standards and expectations for self and others.
- *(34) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(36) Facilitate problem-solving by individuals or groups.
- *(37) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- *(38) Sustained focus and attention to detail for extended periods of time.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

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EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities