

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### TRANSPORTATION AREA MANAGER

**SALARY SCHEDULE: ADMINISTRATIVE L**

**COST CENTER: TRANSPORTATION SERVICES (9030)**

**QUALIFICATIONS:**

- Pupil Transportation Specialist certification from National Association of Pupil Transport (NAPT) or equivalent training and experience as determined by the Director of Transportation.
- Possess or ability to possess a valid state of Florida Commercial Driver's License Class B with P and S endorsements within 6 months of employment.
- Minimum of three (3) years of administration/leadership experience. Experience in Transportation preferred.
- Minimum of three (3) years of customer service or related transportation experience preferred.
- Possess good people skills.
- Completion of an internal leadership development program within the first year of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Area Manager is responsible for all school bus operations within their Area. The Area Manager must continually analyze pupil transportation services to provide improved service, efficient economical use of transportation resources, and must be aware of all federal, state, and local rules and regulations.

**REPORTS TO:**

Director of Transportation

**JOB OBJECTIVE:**

To provide effective leadership and oversight of all day-to-day transportation operations within their Area and ensure efficient and safe transportation for all students in the district.

**Evaluates:**

Field Supervisors  
Route Specialist  
Bus Drivers  
Bus Attendants

**PERFORMANCE RESPONSIBILITIES:**

- Provide leadership and direction for assigned areas of responsibility.
- Assist in implementing the District's vision, mission, goals and strategic commitments.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Promote and support professional growth for self and others.
- Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues as requested by the Director.
- Keep well-informed about current trends and best practices in areas of responsibility.
- Supervise, discipline, and evaluate assigned staff in accordance with established rules and procedures.

## **TRANSPORTATION AREA MANAGER (Continued)**

- Assist direct reports in establishing performance goals and make recommendations for appropriate employment action.
- Provide coaching and mentoring for staff with sub-par performance.
- Assist in scheduling and monitoring coverage for absent drivers and attendants.
- Maintain all documentation pertaining to evaluation, discipline, and training of direct reports.
- Monitor and evaluate all bus routes to ensure efficient and timely transportation of students.
- Create and adjust routes to maximize the efficient and timely transportation of students to/from school.
- Continually monitor bus schedules for on-time deliveries and late arrivals.
- Maintain updated route information as required.
- Assist the dispatch operation in dispatching buses to appropriate areas as needed.
- Assume driving responsibilities as required.
- Respond to emergency situations as they arise on the road.
- Daily interaction with school administrators and parents to facilitate a proactive approach to problem-solving.
- Attend meetings with parents, administrators, field supervisors, drivers and attendants to resolve problems.
- Receive, record, and respond to all complaints and inquiries regarding bus services.
- Successfully investigate and evaluate customer complaints and implement changes that promote established goals and expectations.
- Keep the Director informed of potential problems or unusual events.
- Prepare, plan, and conduct safety meetings and training classes for drivers.
- Monitor and evaluate departmental data to ensure the most efficient use of assets.
- Prepare all required reports and maintain all appropriate records.
- Provide oversight and direction for cooperative planning with other agencies.
- Perform all other tasks as assigned by the Chief Operations Officer, Director, and Assistant Director.
- 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.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 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 evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08