

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Transportation

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to direct student transportation services for the District. The position is responsible for supervising assigned staff, ensuring students arrive to school and home safely, overseeing bus fleet management, and performing related administrative and supervisory tasks as assigned. The position is also responsible for overall white fleet management, including overall inventory, purchasing, and maintenance. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Develops and directs student transportation service for Monroe County Schools to meet all requirements of the daily instructional program and extracurricular activities.

Develops, recommends and implements approved Transportation Department policies and procedures.

Coordinates and consults with office staff and Area Coordinators including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; administers employee drug testing procedures as necessary.

Assists with annual department budget preparation and management; prepares related reports.

Researches, establishes and monitors bus routes; makes adjustments in routes, number of stops, load counts as necessary and ensures compliance with applicable laws, regulations, policies, procedures and standards of safety.

Coordinates and consults with the Service Manager to provide bus and white fleet preventative and reactive maintenance, to procure parts and supplies, to monitor P-card use, to insure safety and cleanliness of buses; to monitor maintenance records, and ensure operation of school bus camera systems.

Conducts an annual survey of bus and white fleet requirements and makes recommendations to administration for the procurement of new buses, white fleet vehicles and equipment.

Investigates bus accidents and incidents; completes required reports and takes remedial action as

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Transportation

necessary to ensure maximum safety for all bus riders.

Provides guidance to bus drivers in dealing with student behavior problems; assists in coordinating disciplinary action with school administrators and parents as appropriate; counsels and corrects driver misbehavior.

Meets with school personnel to help resolve transportation issues for special needs students.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Compiles data for and prepares records and reports as required.

Performs general administrative/clerical work as necessary, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone.

Attends training, meetings and workshops as necessary to maintain and enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in events and reports on activities and results.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Transportation

## **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments.

## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - may affect entire organization and other activities/organizations and the general public.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Transportation

*Develops and implements long range plans and programs to support the goals and objectives of the organization.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility and authority for the development of policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

“Education Requirements” refers to job specific training and education required for entry into the position.

A minimum of a bachelor's degree is required.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Transportation

regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, violence, disease/pathogens, traffic.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director, Operations and Planning

PAY GRADE: From: D138A1 To: D138O3

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

**MONROE COUNTY SCHOOLS  
POSITION DESCRIPTION**

**Title:** Director Transportation

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 6/08/2021