



EXECUTIVE DIRECTOR, TRANSPORTATION AND FLEET MANAGEMENT SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Operations Officer, the position is responsible for managing, coordinating, supervising and evaluating all aspects of the school bus pupil transportation system and fleet management services for the school division. Ensure compliance with School Board Policy, federal, state, and local regulations regarding pupil transportation.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Establish and direct pupil transportation as a support system to the educational program of the school division.
- Implement School Board policies pertaining to pupil transportation.
- Develop and administer department policies and procedures.
- Develop, prepare, manage and administer the pupil transportation annual budget as well as the departmental budget.
- Carry out and enforce appropriate local, state, and federal laws and regulations on school bus pupil transportation.
- Plan the operation of all programs in conjunction with staff members, as well as input from other groups, i.e., PTA, school-site administrators.
- Ensure efficiency of operations by conducting a systematic review of bus schedules, bus routes, bus operations, and bus route safety on a periodically basis.
- Recruit, train, supervise, and evaluate transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
- Oversee programs relating to the training and retraining of all transportation employees.
- Supervise and ensure the evaluation of all staff for the Office of Transportation Services.
- Write vehicle specifications.
- Develop and establish policies relating to the acquisition, maintenance and disposal of the school systems fleet assets.
- Monitor overall compliance with local, state, and federal requirements relating to the operation, preventive maintenance and special conditions of fleet vehicles.
- Determine replacement intervals and develop specifications for specialized fleet assets.
- Prepare bid specifications for purchasing authority.
- Review and analyze budget expenditures on a planned, periodic basis.
- Establish and conduct department and personnel performance indices.
- Establish and maintain open and clear lines of communication with appropriate departments, organizations, and the public.
- Establish and carry out a continuing program of safety education.
- Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety.
- Support a cooperative relationship with appropriate law enforcement agencies.
- Develop and administer an instructional program.
- Monitor the preparation of school bus routes for all pupils.
- Review and approve transportation payroll for extra trips and training.
- Complete and dispatch insurance reports.
- Prepare and submit all reports required by federal, state, and local authorities.
- Take an active role in solving discipline problems occurring on school buses.
- Act as a liaison with parents for complaints and special requests.
- Direct the preparation and updating of bus schedules for all schools in the district.
- Review and approve purchases in accordance with budgetary limitations and district rules, approve and forward transportation service invoices to accounting department.
- Investigate accidents involving School Board vehicles.
- Advise Superintendent on school closing due to hazardous road conditions.
- Cooperate with school principals and others responsible for planning special school trips.
- Attend professional meetings, seminars, and workshops.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of the principles and practices of school transportation and automotive repair facility management, hazards and safety precautions of large-scale operations, and a comprehensive knowledge of business practices applicable to transportation and garage management. Must have the ability to plan and supervise the work of others, and establish and maintain effective working relationships with school officials, associates, parents and the public.

EDUCATION AND EXPERIENCE

Master's Degree in business or public administration or related field with extensive experience in transportation including supervisory and administrative responsibilities or equivalent experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Commercial driver's license

Regular and reliable attendance is an essential function of this position.