



DIRECTOR – TRANSPORTATION SERVICES

SUMMARY/SCOPE/GOAL

Responsible for planning, organizing, and directing the school district's fleet of school buses; service and maintenance of warehouse trucks; driver's education and administrative cars and trucks, including the routing, deploying and services of these vehicles. Responsible for the developing and implementing best practices by managing the day-to-day operations and ensuring appropriate resources are available to delivery safe, effective, and efficient services.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- BA/BS from a Regionally Accredited Institution required. Major/minor in Business or Public Administration, Urban and Regional Planning, Organizational Management, or similar preferred.
 - Equivalent related experience may substitute for bachelor's degree with the concurrence of the Chief Operating Officer and approval of the Chief Human Resources Officer.
- Minimum four (4) years verifiable experience managing operations of a medium to large school district transportation system, public transportation system, military ground transportation unit, corporate transportation fleet, or another school district department/school and three (3) years' experiences in management of personnel, scheduling, and department school/budget.

PREFERRED/DESIRED:

- MA/MS in Business Administration, Public Administration, Urban and Regional Planning, Educational Leadership, or another related field.
- Demonstrated experience in developing budgets and managing complex logistics, transit operations, freight operations, bus and/or fleet networks.
- Experience in managing and leading school district transportation services for large districts.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Manage budget, fiscal, and manpower planning.
2. Direct standardized implementation of policies and procedures concerning all aspects of the school district's transportation system.
3. Manage planning of county-wide routing and scheduling.
4. Establish safety standards for bus transportation in relation to bus loops, bus stops at schools and along roadways, and aboard buses in route to and from schools.

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5. Direct activities to improve department relations with the schools and the community.
6. Ensure compliance with federal, state, and Board regulations. Responsible under these regulations for system-wide reporting.
7. Plan and direct county-wide vehicle utilization and vehicle maintenance programs.
8. Plan for replacement of unsafe and unserviceable vehicles and equipment.
9. Administer state vehicle inspection requirements and conduct accident investigations.
10. Coordinate planning and administer effective employee-in service training programs.
11. Administer contracts/agreements for joint use of vehicles, fuel additives and new product testing.
12. Coordinate with data processing to computerize cost accounting procedures, reports and routing.
13. Participate in state transportation seminars and other training sessions as needed and budgeted.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of: NST specs/Procedures latest Rev, Approved Student Tour Operator Procedures, TAN2015-17 and TAN T-07-03. Knowledge of federal and state law as it pertains to the safety of students and ability to interpret traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and create complex schedules. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finances and departmental budgets. Ability to gain the cooperation of, manage, and lead supervisory and technical personnel. Knowledge of safety standards for vehicles and transportation and inspection requirements. Ability to utilize technology to enhance management of the department. Ability to lead, motivate, organize, and manage a school district department.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Transportation Services
TITLE CODE:	D0258	CONTENT BY:	Robin Novelli
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	submitted 6/22/2021	CLASSIFICATION:	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/13/97	Initial Release	Financial Services
2.0	9/12/00	Revised: New format, Pay Grade change from 18 to 27	Financial Services
3.0	6/12/01	Revised	Financial Services
4.0	10/9/18	Revised: Updated Division, format, clarify scope, increase in acceptable degrees, certifications and exp, in order to broaden search.	District Operations
4.1	1089/18	Revised: Expanded "Education and Relevant Experience" to include statement accepting related experience as a substitute for degree.	School Board
5.0	5/14/19	Revised: Qualifications and expanded work experiences to allow for operational experience. Clarified KSAs to include more operational aspects.	District Operations
5.1	12/01/2020	New Format	Ellie Kelly – Human Resources
6.0	06/22/2021	Update to grade 29	Beth Thedy, Ed.D.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.