



ASSISTANT DIRECTOR – TRANSPORTATION

SUMMARY/SCOPE/GOAL

Manage a safe, efficient, and economical school bus and vehicle maintenance program in support of the school district's objectives. Be familiar with the duties and responsibilities of the Director and assume the duties as acting director in his absence.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree in Business Administration, Transportation, or related field.
AND – Three (3), or more years of successful supervisory experience in fleet administration operations.
- OR**
- Associates Degree in Business Administration, Transportation, or related field
AND – Five (5), or more years of successful supervisory experience in fleet administration operations.

ADDITIONAL REQUIREMENTS:

- Knowledge of vehicle service and maintenance techniques and procedures.
- Proficiency with current computing technologies and software.
- Effective oral and written communication skills.
- Leadership experience

PREFERRED/DESIRED:

- Experience with a routing and scheduling system.
- Management of a transportation budget.
- Experience in school transportation operations involving scheduling, pupil transportation and vehicle maintenance activities and including one year in a supervisor or managerial capacity.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License.
- Class B Commercial Driver License (CDL) with air brake and school bus endorsements required or obtained within 60 days of employment.

PREFERRED/DESIRED:

- Class A CDL preferred.

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. Establish a safe, efficient, and economical, formalized fleet maintenance program, to include monthly safety inspections and follow-up repair system of school buses and a preventative maintenance program for all other equipment.
2. Ensure that all shops are properly equipped and that all shop equipment is maintained in a safe and serviceable condition at all times and that special tools and equipment are on hand and properly

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High School diploma or equivalent ¶
AND – Seven (7) Ten (10) or more years of successful supervisory experience in fleet administration operations.¶

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maintained. Make certain that shop equipment is serviced as required. Establish a replacement program for special tools and equipment.

3. Establish a vehicle repair and replacement program that ensures economical repair. Set priorities for repair and return to service of school buses and other fleet vehicles. Evaluate down time to ensure vehicles are returned to service expeditiously and are safe for use.
4. Investigate all accidents involving a school board vehicle, prepare reports, work with the Office of Risk Management and private insurance companies to determine repair cost and reimbursement for damages. Provide data and information regarding accident investigations to the School Board attorney.
5. Prepare detailed specifications for all vehicles purchased by the school system, request quotes, work with purchasing to prepare purchase orders. Inspect all vehicles received to ensure compliance with all specifications in the purchase order. Properly receive all vehicles, prepare documentation for and purchase titles and tags for all vehicles.
6. Establish a training program for all mechanics. Establish a training program for all positions to help with the smooth day to day operation throughout the department.
7. Determine grease oil and lubricant requirements to support the fleet. Ensure proper disposal of all waste generated by the shops. Establish a system to account for all fuel, oil, and other consumables.
8. Coordinate with the school bus operations sections on their requirements and ensure compliance with Florida Statutes and State Board Rules for school bus inspection and maintenance.
9. Maintain appropriate records on all vehicles and equipment. Document Safety Recalls and other field changes to equipment issues by the manufacturer.
10. Assist the director of planning, preparation, and monitoring of the annual transportation budget and capital outlay.
11. Assist the director in the development of operational rules, regulations, and procedures.
12. Conduct regularly scheduled meeting and make presentations with the foremen and supervisors to ensure continual increase in productivity.
13. Assist the director by attending board meeting and/or workshops.
14. Service as a committee member for the transportation section of the Brevard County Emergency Management Team and coordinate pre- and post-storm facilities/vehicles preparations and evacuations to and from shelters as directed by the section leader.
15. Provide to the director information related to interviewing, selecting, and recommending prospective employees for assignment.
16. Train, supervise and evaluate employee performance
17. Participate in employee grievances, conferences, and formal complaints along with the director.
18. Arrange for members of both the bus shop and the truck shop staff to attend workshops or seminars designed to improve their efficiency and skills.
19. Works with diverse groups in a professional and courteous manner and communicates effectively both orally and in writing.
20. Act as a liaison between schools and the director.
21. Sustains focus and attention to detail to assigned duties.
22. Direct or conduct periodic studies for the purpose of improving the delivery of transportation services.
23. Model and maintain high ethical standards.
24. Possess the ability to organize and supervise people.
25. Establish and maintain effective relationships with both parents and students in the solution of bus problems.

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26. Participate in or manage the development, preparation, and assurance of policies or changes to policies and procedures relating to transportation.
27. Ensure the Strategic Plan goals and strategies are documented.
28. Direct the compilation of service records and other related data needed for the preparation of motor vehicle specifications and improved efficiency of services.
29. Write or coordinate the writing of special or routine items such as reports, letters, bulletins, or manuals on the activities of the transportation department. of service records and other related data needed for the preparation of motor vehicle specification and improved efficiency of services.
30. Confer regularly with principals and District-level administrators on the adequacy of services, student safety, and school bus discipline.
31. Investigate complaints relating to transportation and respond or make recommendations to the school principal or the Director of Transportation.
32. Interact with parents, outside agencies, businesses, and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance.
33. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
34. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions.
35. Participate successfully in training programs, conferences, and workshops assigned as appropriate to keep abreast of current practices, programs, and legal issues.
36. Service as the Transportation Director in the absence of the Director as assigned.
37. Perform other duties assigned by the Director of Transportation.

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MAINTENANCE ASSISTANT DIRECTOR –
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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:

Demonstrated ability to perform fleet maintenance analysis, generate productivity and efficiency reports, form the analysis, and apply that data to a formalized fleet maintenance program. Ability to establish and manage a fleet maintenance program. Extensive knowledge of Federal, State, and local laws and regulations as applied to a fleet maintenance operation (school bus, truck, miscellaneous vehicles, and equipment). Ability to apply maintenance standards to the program. Ability to ensure compliance with the Department of Environmental Regulation (DER), Environmental Protection Agency (EPA) and Office of Safety, Health and Administration (OSHA) and apply these regulations to all aspects of the school transportation system. Implement effective training programs to keep fleet maintenance personnel abreast of the latest technologies. Implement and maintain the Total Quality Management in the day-to-day operations of the fleet maintenance programs.

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.

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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:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Covered outdoor environment most often with frequent movement up and down from seated position to assist passengers. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	<u>District Operations</u>	DEPARTMENT:	Transportation Services
TITLE CODE:	C2425	CONTENT BY:	<u>Dr. Michael Miller</u> , Director of Transportation
GRADE:	<u>24</u>	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	<u>8-8-2022</u>	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/02/1998	Developed	Mike Connors, Director of Transportation
1.1	06/12/2001	Revised	
1.2	08/20/2001	Revised	
1.3	05/25/2010	Revised: Changes in qualifications; Changes in Performance Responsibilities	
1.4	03/01/2011	Revised	
2.0	12/01/20	New Format	Human Resources
2.1	11/12/2021	Update physical requirements to ADA format and add schedule	Ellie Kelly – Human Resources
	<u>8-9-2022</u>	<u>Update changes in qualifications, changes in performance responsibilities</u>	<u>Dr. Michael Miller Transportation Services</u>

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.