

Hyde County Schools

DIRECTOR OF TRANSPORTATION

NATURE OF WORK

Under limited supervision, acts as Superintendent's designee to make day-to-day decisions relative to the provision of school bus, contract and activity bus transportation; while preparing, publishing and implementing school bus and contract vehicle routes; investigating school vehicle related accidents; while ensuring proper school vehicle driver pre- and post-trip safety inspections; and responding to public comments, suggestions and complaints regarding any aspect of school system provided transportation.

DUTIES AND RESPONSIBILITIES

Develops and implements initial and refresher safety training programs for department employees which focus on and incorporate OSHA requirements; exceptional children needs as directed by federal, state and local regulations while being transported on system vehicles; safe and defensive driver training techniques for all school bus and school system activity bus drivers; and any other special safety training tailored to meet the needs of department employees.

Coordinates with principals, and bus supervisors to achieve safe loading and unloading zones for school buses and safe vehicular and pedestrian traffic movement while on school campuses.

Coordinates with the school system Facilities Department in the development of new schools to locate safe and efficient school bus loading/unloading zones.

Orchestrates the accurate collection and submission of data to NCDPI to ensure maximum state funding is received each year. Requires a thorough detailed working knowledge of the NC General Assembly directed Transportation Efficiency Funding Formula.

Oversees the consumption of local funds allocated to provide school bus transportation and related services.

Annually, reports LEA fund expenditure information, student rider information, contract transportation rider information, driver hour and mileage information and other pertinent data from the Transportation Information Management System to NCDPI Transportation Section Chief.

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In accordance with state and local regulations, plans and administers an efficient vehicle maintenance program which ensures school buses, activity buses and other system-owned vehicles are mechanically safe and sound to operate.

Establishes and implements procedures for safeguarding transportation equipment.

Manages all aspects of the activity bus program to include acquisition, allocation, utilization, reimbursement for use and a mechanical repair schedule.

Coordinates with principals and other administrative staff in the planning of school bus routes and the dissemination of bus route information.

Investigates and reports accidents involving transportation vehicles and coordinates accident claims with the Attorney General's office.

Coordinates with the Division of Motor Vehicle the filing of records and reports on NC Motor Vehicle Safety and Emissions inspections performed by the Transportation Department personnel.

Monitors weather and road conditions. Activates, whenever required, the administrative team which makes recommendations directly to the Superintendent for closing or delaying as appropriate.

Represents the school system at state, regional and national meetings related to school bus transportation issues.

Approves all school bus driver certification and maintains records of Commercial Drivers' License and School Bus Driver Certification for all bus drivers and mechanics.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in transportation management or business administration with 10 to 15 years of training or experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

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ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, two-way radios, weather radios, emergency scanners, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally; and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Requires the ability to deal with people beyond giving and receiving of instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices for administering a School System Transportation Department.

Thorough knowledge of federal, State and County laws and policies concerning school transportation operations, maintenance and safety.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Thorough knowledge of procedures for reporting accidents with the Attorney General's office.

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Considerable knowledge of the principles of supervision, organization and administration.

Ability to operate standard office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of department records and reports.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to implement and maintain the TIMS computerized routing system as delineated in the job description for TIMS Data Manager.

Ability to plan, direct and coordinate the work of a technical and professional staff.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before the media and other groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Superintendent

FSLA STATUS: Non Exempt

DISCLAIMER

The preceding job 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 to perform this job.