



Gaston County Schools

Director of Transportation

Definition

Board of Education and Superintendent's designee to act in their name to guide, administer, and manage all aspects of the student transportation program. With limited supervision, leads the Transportation Department providing school bus, activity bus, and contract transportation support to school sites. Manages an efficient and effective vehicle maintenance program providing mechanical and refueling support to a fleet of vehicles. Interprets and recommends local options to applicable state statutes, state administrative code, and NC State Board of Education policy. Provides general leadership guidance and detailed supporting written operating procedures to supervisors to make the key daily site-based decisions related to school bus routes, school bus and contract vehicle safety, school and activity bus driver training, time card documentation, personnel counseling and evaluation, and reimbursement for selected department services. Recruits and trains school bus and activity bus drivers, safety assistants, transportation department personnel and mechanics. Gathers all pertinent operational, vehicle maintenance and financial data, compiles and submits state and local reports used to document department consumption of resources and justify budget requests. Provides, as needed, special transportation capabilities to exceptional children. Resolves complaints from employees, school principals, parents, and the public at large. Implements procedures to safeguard transportation equipment.

Duties and Responsibilities

- Responsible to formulate and issue the guidance and criteria to the Transportation Department employees so that vehicles, which potentially transport 32,000 student passengers daily, are maintained and operated in a safe manner.
- Maintains a dynamic and effective safety mindset amongst department employees, school employees, central office staff, and students. Responsible to plan school bus support for all programs including in-district schools, choice and early college programs.
- Responsible to provide school bus support to homeless students under Title 1 program funding.
- Responsible to plan for transportation between high schools and the Highland School of Technology and for occupational course of study and life skills programs under the auspices of the Exceptional Children's Department.
- Acts as the Board of Education's designee to approve school bus travel on (and extends State of North Carolina tort liability coverage to) those yellow school buses traveling on non-state maintained and privately owned roads.
- Acts as the Superintendent's designee to make day-to-day decisions relative to the provision of school bus, contracts, and activity bus transportation; while preparing, publishing and implementing school bus and contract vehicle routes; when investigating school vehicle related accidents; while ensuring proper school vehicle driver pre- and post-trip safety inspections; and, when responding to public comments, suggestions and complaints regarding any aspect of school system provided transportation.
- 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 such as HAZMAT or HAZCOM.



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- 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.
- Allocates and approves the disbursement of state and local funds allocated to provide school bus transportation and related services.
- Prepares general fund budget proposals, purchases of school and activity buses, and other district vehicles relating to support facilities and activities.
- Manages departmental expenditures, and ensures prudent fiscal management in the application of assigned funds.
- 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 (TIMS) to North Carolina Department of Public Instruction (NCDPI) Transportation Section Chief.
- 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.
- Coordinates the employment, supervision, training, counseling of, and establishes evaluation standards for all Transportation Department personnel.
- Establishes and pursues a staff development program designed to maintain mechanic skills, foster employee professional growth, and to instill a bus driver safety paradigm.
- Establishes and implements procedures for safeguarding transportation equipment.
- Manages the school bus acquisition program balancing seat requirements and type of vehicle to student population distribution.
- Manages all aspects of the activity bus program to include acquisition, allocation, utilization, reimbursement for use and a scheduled maintenance repair schedule.
- Responsible for the department compliance with Occupational Safety and Health Act (OSHA) regulations.
- Investigates and reports accidents involving transportation vehicles, and coordinates accident claims with the Attorney General's office.
- Coordinates with various state and federal regulatory agencies the filing of required reports on storm water runoff, regulated underground storage tanks, oil-water separator tests, scrap tire certification records, and the monitoring of hazardous chemicals used or discharged by the Transportation Department.
- Coordinates with the Division of Motor Vehicles the filing of records and reports on NC Motor Vehicle Safety and Emissions inspections performed by the Transportation Department personnel.
- When requested by direct supervisor, Superintendent, and Communications Department, communicates with television, radio, and newspaper media regarding transportation issues, news, and the dissemination of school bus route information. Additionally, provides periodic safety reminders and pertinent information relative to laws which govern school bus operations to the motoring public.
- Coordinates the maintenance of the Transportation Information Management System (TIMS) computerized routing records and program with NCDPI and the Institute for Transportation Research and Education.



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- Communicates road and street maintenance and signage needs to the State Highway Department, county, and city street departments.
- Communicates with the NC Highway Patrol, various city police departments, county police department and Sheriff's Office to assure enforcement of traffic laws related to school bus transportation and school zones.
- Monitors weather and road conditions. Activates, whenever required, the administrative team which travels on county roads and makes the recommendation directly to the Superintendent for closing, delay, or normal opening as appropriate.
- Represents the school system at state, regional, and national meetings related to school bus transportation issues.
- A member of the North Carolina Association of School Administrators Transportation Advisory Committee which advises NCDPI Transportation Services Chief on school bus operations and related school bus transportation matters. Advises all staff members, principals, central office staff members, and senior school staff of laws and regulations pertaining to the operation of public school buses, activity buses and other vehicular transportation in support of students.
- Approves all school bus driver certifications in Gaston County, and maintains records of Commercial Drivers' License and School Bus Driver Certification for all bus drivers and mechanics.
- Coordinates the revision and implementation of the Bus Driver Handbook on an annual basis.
- Remains alert to and monitors changes in the public school transportation industry practices, processes, and laws.
- Plans, implements, evaluates and monitors new public school transportation initiatives, practices, and procedures.
- Performs other related work as required.

Physical Requirements

- Must be physically able to operate a variety of machines and equipment, including computers, VCR equipment, two-way radios, weather radios, emergency scanners, calculators, a facsimile machine, etc. Must be physically able to operate motor vehicles.
- Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work.
- Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

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



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- 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.
- Considerable knowledge of the principles of supervision, organization, and administration.
- Strong knowledge of budget process and proven fiscal management.
- Knows methods, procedures, and terminology of data management.
- Skilled at delegating activities while retaining responsibility and accountability.
- Skills to organize structure and design of a school district transportation operation.
- Ability to manage multiple efforts simultaneously.
- Ability to analyze complex issues and legislation.
- Ability to develop policy in support of legally mandated services.
- 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 departmental 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.
- 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 communicate effectively and orally and in writing with a wide variety of audiences.
- Ability to effectively express ideas orally and in writing.
- Ability to make oral presentations before the media and other groups of people.
- Ability to exercise tact and courtesy in frequent contact with various State and School System personnel.
- Ability to establish and maintain effective working relationships with the general public, law enforcement, personnel, parents, staff, school administrators, Central Office administrators, and contractors.
- Understands principles of student/pupil management and disciplines.
- Understands contractual agreements pertaining to contract busing and scheduling.
- Strong ability to work with adults at all levels of the organization.

Minimum Training and Experience

- Minimum of Bachelor's Degree in transportation management, business administration, a scientific or engineering discipline.
- Five years of progressively responsible administrative or supervisory experience involved in school bus transportation industry, public education in support services, or equivalent.
- Possess and maintain a valid Driver's License and preferably hold a valid Commercial Driver's License (CDL).

Salary: Central Office Salary Schedule



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This Position Reports to: Assistant Superintendent of Operations

Classification: 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 this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Copies of **official** college transcripts (degree-dated)
- Three completed current Administrative Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of Certifications/Licenses, if applicable

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Mark Hollar, Assistant Superintendent
Gaston County Schools
943 Osceola Street
Gastonia NC 28054
Email: mhollar@gaston.k12.nc.us