

## **SCHOOL DISTRICT OF ST. JOHNS COUNTY**

### **ASSISTANT DIRECTOR, TRANSPORTATION**

#### **JOB DESCRIPTION**

##### **QUALIFICATIONS:**

- (1) High School Diploma, General Education Diploma (GED) or equivalent, Bachelor's Degree preferred
- (2) Possess leadership experience
- (3) Must possess a valid Florida Commercial Drivers License (CDL) and School bus Driver's License (Health Card) with air brakes, passenger endorsements and S Endorsement.
- (4) Must maintain a safe driving record during employment
- (5) Previous supervisory or administrative experience.
- (6) Satisfactory criminal background check and drug screening.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal and state law as it pertains to school transportation, traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and schedule a district-wide bus routing program. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finances and departmental budgets. Ability to manage 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 plan, manage and supervise personnel.

##### **REPORTS TO:**

Director, Transportation

##### **JOB GOAL**

To maintain effective use of School District transportation resources and personnel while delivering transportation services in a safe and efficient manner for the entire school community. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

##### **SUPERVISES:**

Bus Drivers  
Bus Aides  
Fleet Operations Manager  
Route Coordinator  
Routing Dispatcher  
Assistant Routing Dispatcher  
Trainers

##### **PERFORMANCE RESPONSIBILITIES:**

## **ASSISTANT DIRECTOR, TRANSPORTATION (Continued)**

### **Service Delivery**

- \* (1) Assist the Director of Transportation in the development and administration of a district-wide transportation program, including program planning, implementation and evaluation to meet all requirements of the daily instructional program and extracurricular activities.
- \* (2) Supervise all bus transportation operations, daily, including home-to-school and school-to-home transportation of students, extracurricular bus trips, and bus driver assignments.
- \* (3) Supervise field trip operations and associated reports and billing.
- \* (4) Supervise routing personnel and monitor the utilization of the computerized bus routing system, now as Edulog, to assure safe, efficient, and effective use of personnel and equipment..
- \* (5) Supervise time sheet and payroll operations within the Transportation Department.
- \* (6) Assist, as appropriate, in the investigation of school bus accidents.
- \* (7) Oversee the scheduling and driver assignments of special trips.
- \* (8) Oversee and monitor conditions at bus stops and school loading zones.
- \* (9) Direct or conduct periodic studies for the purpose of improving the delivery of transportation services.
- \* (10) Participate in the activities of the District Emergency Response Team, as designated.
- \* (11) Interface with principals concerning route planning.

### **Expectations of All Employees**

- \* (12) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (13) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (14) Ensure adherence to good safety standards.
- \* (15) Maintain confidentiality regarding school/workplace matters.
- \* (16) Model and maintain high ethical standards.
- \* (17) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (19) Demonstrate initiative in the performance of assigned responsibilities.
- \* (20) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

### **Inter/Intra-Agency Communication and Delivery**

- \* (21) Consider and recommend special transportation services.
- \* (22) Confer regularly with principals and District-level administrators on the adequacy of services, safety and school bus discipline.
- \* (23) Investigate requests and complaints relating to transportation and respond or make recommendations to the school principal or the Director of Transportation.
- \* (24) Coordinate with County Emergency Management Services to provide emergency evacuations.
- \* (25) Interact with parents, outside agencies, businesses, and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance.
- \* (26) Respond to inquiries and concerns in a timely manner.
- \* (27) Keep supervisor informed of potential problems or unusual events.
- \* (28) Serve on District, state, community councils or committees as assigned or appropriate.

### **Professional Growth and Improvement**

- \* (29) Oversee the development of bus driver training programs.

## **ASSISTANT DIRECTOR, TRANSPORTATION (Continued)**

- \* (30) Maintain a network of peer contacts through professional organizations.
- \* (31) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (32) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (33) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

### **Systemic Functions**

- \* (34) Keep supervisor informed of potential problems or unusual events.
- \* (35) Use effective, positive, interpersonal communication skills.
- \* (36) Prepare Florida Education Finance Program (FEFP) transportation reports.
- \* (37) Assist in the determination of locations for instructional programs at school centers.
- \* (38) Assist in the development of administrative guidelines for transportation services.
- \* (39) Assist in the development of policies for transportation services.
- \* (40) Assist in the preparation of the budget for transportation, including bus replacements.
- \* (41) Represent the District in a positive and professional manner.
- \* (42) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (43) Prepare or oversee the preparation of all required reports and maintain all appropriate records.

### **Leadership and Strategic Orientation**

- \* (44) Provide leadership and direction for assigned areas of responsibility.
  - \* (45) Assist in implementing the District's goals and strategic commitment.
  - \* (46) Set high standards and expectations and promote professional growth for self and others.
  - \* (47) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
  - \* (48) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions.
  - \* (49) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

### **POSITION CODE:**

78006

**ASSISTANT DIRECTOR, TRANSPORTATION (Continued)**

PAY GRADE: 6

**BOARD APPROVED:**

Pending: August, 2006

**REVISED:**

August 2011