



Position Description

Assistant Director of Transportation

Salary Level: Based on Act 93 Agreement
Contract/Benefits: Based on Act 93 Agreement
Department or Area: Office of Operations
Reports To: Director of Transportation

Prepared Date: April 23, 2025
Prepared By: Chief Operations Officer
Approved By: Executive Director of Human Resources

Qualifications:

- Minimum of 5 years of experience in school transportation or routing/logistics management.
- Bachelor's Degree preferred.
- Proficiency with routing software (i.e., Traversa).
- Strong knowledge of Commonwealth of Pennsylvania and federal transportation regulations and school district policies.
- Excellent communication, organizational, and leadership skills.
- Ability to analyze and interpret data to improve routing efficiency and cost-effectiveness.
- Bilingual in Spanish preferred.

Summary

The Assistant Director of Transportation is responsible for the development, routing, analysis, and continuous improvement of safe and efficient bus routes for the school district. This role collaborates with the Director of Transportation to ensure timely, cost-effective, and legally compliant transportation services for students.

Essential Duties and Responsibilities

- Design and implement daily school bus routes using district-approved software.
- Analyze ridership patterns, stop locations, bus capacities, and driver availability to optimize routing.
- Work closely with school administrators, parents, and staff to resolve routing concerns.
- Monitor traffic patterns, road conditions, and other factors affecting transportation to adjust routes as needed.
- Maintain up-to-date records of routes, stops, and student assignments.
- Ensure compliance with district policies, state regulations, and safety standards.
- Assist in preparing and managing the transportation budget, especially fuel and route-related expenses.
- Support the Director of Transportation in strategic planning and departmental operations.
- Train and support staff in the use of routing software and district transportation policies.
- Respond to transportation-related emergencies or disruptions, including weather-related route changes.

Supervisory Responsibilities

This role is responsible for supervising and supporting both internal and external route coordinators, dispatch staff, and routing clerks. The individual will provide training, conduct evaluations, and offer ongoing performance feedback to ensure staff effectiveness. Responsibilities also include assisting in the hiring and onboarding of new routing or clerical personnel. Additionally, the individual will serve as a liaison between drivers and administrative staff to address and resolve routing concerns.



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Competencies

The position requires strong analytical thinking skills to assess data and develop effective, strategic routing plans. The ability to problem-solve efficiently is essential, particularly in resolving transportation challenges and addressing route disruptions in a timely manner. Effective verbal and written communication skills are also necessary to engage with a diverse range of stakeholders. Proficiency in routing software and the Microsoft Office Suite is expected. Leadership capabilities are important, including the ability to lead teams, provide clear direction, and cultivate a positive working environment. Additionally, a commitment to customer service is vital, with an emphasis on maintaining a respectful and supportive attitude when interacting with parents, staff, and students.

Physical Demands

The position requires the ability to sit and work at a computer for extended periods of time. On occasion, the individual may be required to drive or ride a school bus to verify routes. The role also necessitates the ability to lift up to 25 pounds. Additionally, the individual must be capable of working in varying weather conditions as needed during route assessments or in response to emergencies.

Evaluation

The individual serving in this position will be evaluated in accordance with the administrative evaluation procedures established by the Allentown School District. Evaluation criteria will include, but are not limited to, the accuracy and efficiency of route planning, responsiveness to transportation issues and emergencies, effectiveness in staff management and collaboration within the department, adherence to budgetary guidelines related to routing operations, and the ability to maintain stakeholder satisfaction through clear and effective communication.

Reviewed and read by: _____ Date: _____