

# Durham Public Schools

# Transportation Services Assistant Area Manager

## Job Description

**JOB TITLE:** Assistant Area Manager – Transportation Services

**REPORTS TO:** Area Manager

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 12 months, Classified, Exempt

### **SUMMARY:**

Directly supervises employees at the Transportation Division Compound. Responsible for the day to day operation of assigned division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **RESPONSIBILITIES & DUTIES:**

1. Ensures that bus routes are reliable, safe and provide timely service daily.
2. Actively works to ensure DPS Transportation Services maintains high standards in pupil transportation; adheres to and enforces inspection program standards as a measure of quality.
3. Assist with accident investigations; complete accident packet process.
4. Utilizes TIMS to research and resolve transportation routing/student issues.
5. Addresses service related complaints from customers.
6. Works with school based personnel to address routing or discipline issues.
7. Assist with the processing of administrative reports, including payroll as directed.
8. Assist at various division compounds when requested.
9. Serves as backup in the absence of the Area Transportation Manager.
10. Enforces administrative policies and procedures.
11. Operate school bus when necessary.
12. Enforces administrative policies and procedures, including adhering to guidelines issued by the State of North Carolina for pupil transportation.
13. Performs other duties as assigned.

### **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

Associate's degree (A. S.) from two-year college or university preferred; two to four years related experience in pupil transportation and/or training preferred; or equivalent combination of education and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to write reports and general business correspondence.
3. Ability to effectively respond to questions from customers and the general public.
4. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
5. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions.
7. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
8. Must have NC CDL License with School Bus & Passenger Endorsements, including School Bus Pocket Card Certification. No convictions of DWI may appear on driving record.

**RESOURCE REQUIREMENTS:**

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|---|---|
| Laptop  | X Desktop computer (may be docking station with laptop) |
| X e-mail address  | X Outlook VPN   |
| X Cellphone<br>iPad   | Pager X Two-way radio                                   |
| X Office phone  | X 10 digit telephone number X 5 digit extension         |
| X Printer   |   |
| X Fax   |   |
| District vehicle  |   |
| X Software - Microsoft Office, Adobe, EveryInfo, TIMS)                                  |   |
| X AS400   |   |
| X SharePoint  | Audio recording device                                  |
| X Web site access   |   |
| X Building access key/code (for necessary building access during non-traditional hours) |   |

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**DISCLAIMER:**

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature

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Date