

DUBUQUE COMMUNITY SCHOOL DISTRICT

Job Description

POSITION TITLE: Assistant Transportation Manager

GENERAL CHARACTERISTICS:

Recruited By: Chief Human Resources Officer

Recommended for Appointment By: Chief Human Resources Officer /Transportation Manager

Qualifications:

1. Strong working knowledge of computer systems
2. Ability to effectively and efficiently organize, motivate and supervise others
3. Ability to make decisions
4. Record and account keeping skills
5. Public relations skills
6. Ability to acquire and maintain a commercial driver's license
7. Associate of Arts Degree or significant related work experience required

Experience:

1. Minimum of two years in a full-time supervisor capacity in the transportation field.
2. Knowledge of computerized transportation routing systems

WORKING RELATIONSHIPS:

Reports To: Transportation Manager

Consults With: Superintendent, Chief Financial Officer, School Administrators, Garage Personnel, Dispatcher, Secretary, Bus Drivers, and Bus Attendants.

BASIC FUNCTION:

To enhance the efficient and businesslike operations of the transportation department. Manage all facets of the Transportation Department.

POSITION RESPONSIBILITIES:

1. Learn about all functions of the Transportation Department.
2. Responsible for all routing schedules.
3. Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
4. Maintain all district-owned transportation equipment and develop plans for preventive maintenance.
5. Maintain safety standards in conformance with state and insurance regulations.

6. Cooperate with school principals and others responsible for planning special school trips.
7. Greet all students, faculty, staff, and visitors courteously.
8. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
9. Work under deadlines in a fast-paced environment, effectively communicating quick and accurate decisions.
10. Use computerized database to access student busing information and relay to drivers and public.
11. Acquire and maintain a current knowledge of all roads, streets and school boundaries within the District.
12. Assist in the assessing of road and weather conditions.
13. Maintain an efficient and safe operation of garage, service facilities, and bus lot.
14. Ensure all vehicles are prepared for State inspection.
15. Acquire and maintain a current knowledge of all state, federal and local regulations and inspections of vehicles and service facilities and ensure District's compliance.
16. Prepare budget requests and administer budget accounts related to areas of responsibility.
17. Assist with the development of school bus and vehicle specifications
18. Assist in the resolution and/or disposition of student rider discipline, public and school complaints and suggestions.
19. Assume responsibility for assigned reports, correspondence, telephone, and radio communications.
20. Acquire and maintain a current knowledge of school district and state regulations relating to student transportation.
21. Supervise all employee training.
22. Assist in the hiring and placement of employees.
23. Serve as Transportation Manager in the absence or incapacity of the Transportation Manager.
24. Perform such additional duties as required.
25. Demonstrate a commitment to multicultural nonsexist policies and practices.
26. Required to drive school bus when needed.
27. Must hold or be able to obtain a CDL Class B license with air brake, Passenger (P) and School Bus endorsement (S)