

Richland School District Two

JOB DESCRIPTION (Revised August 2022)

JOB TITLE: Transportation HUB Manager

FLSA Status: Exempt
Pay Grade: Administrative
Days of Work: 245 Days

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates and supervises daily general education transportation services for the District, ensuring compliance with policies, procedures, laws, regulations and standards of safety. Supervises and evaluates the work of school bus drivers, assistants and other assigned personnel, and performs related supervisory and administrative work as required. Reports to the Director of Transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the daily operation of assigned bus routes throughout the school year and/or summer, ensuring compliance with applicable laws, regulations, policies, procedures and standards of safety.

Supervises subordinate bus drivers, assistants and other assigned staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities. Works closely with the Director of Transportation on employee relations matters to include: recommending employee transfers, promotions, and other employee relations matters.

Communicates effectively with parents, schools, administrators, district staff and community members.

Monitors driver certification programs and verifies required commercial driver's license training and testing meets federal standards.

Assists the Director of Transportation in the development and implementation of department policies and procedures, training and staff-development.

Directs the development of bus routes on an annual basis; inspects routes and bus stops for appropriateness and safety as needed.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Resolves bus maintenance issues; re-routes buses as necessary due to mechanical failures.

Works closely with the Transportation Training and Safety Manager to investigate bus accidents and incidents; completes required reports and takes remedial action as necessary to ensure maximum safety for all bus riders.

Investigates complaints and inquiries from District personnel and parents regarding student transportation; works in conjunction with the Director of Transportation for appropriate action and follow up.

Serves as the department's liaison with the Department of Education regarding maintenance and repair of state owned school buses.

Attends training, seminars and conferences, etc. as necessary to maintain and enhance job knowledge and skills.

Reviews video recordings to assess student and/or driver behavior.

Provides guidance to bus drivers in dealing with student behavior problems; investigates on-going student behavior problems reported by drivers, students or parents; mediates and resolves conflicts; work with school administration to assist with any behavior modifications.

Performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Business Administration or related field supplemented by six to ten years of related administrative experience or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Also requires a working knowledge of the automotive maintenance industry that includes commercial and light duty operating systems or local haul operations. A business background is helpful, but not required. Must possess or be willing to obtain a valid Commercial Driver's License (CDL) with other preferred endorsements/certifications to include P and S endorsements and an SCDE School Bus endorsement. Fleet and maintenance management experience is beneficial.

JOB REQUIREMENTS

Knowledge/Skills:

Ability to develop and maintain effective relationships with students, parents, school and district staff and members of the public through contact and cooperation. Ability to react calmly and quickly in emergency situations. Knowledge of procedures and policies of the district as they pertain to the performance of duties of the Transportation Coordinator. Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Ability to plan, organize and prioritize daily assignments and work activities. Knowledge in the areas of transportation planning and management, fleet management, security personnel, procurement, etc. Knowledge of operation and maintenance of school buses and other vehicles used for student transportation. Able to develop efficient school bus routes and update as needed to meet the needs of the students served. Is able to investigate and resolve operational, personnel and student behavior problems as necessary to ensure safe, reliable transportation for students. Knows how to plan, organize and direct a subordinate transportation staff. Ability to adapt to rapidly changing work priorities. Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Able to perform employee evaluations and to make recommendations based on results. Ability to offer training and assistance to co-workers and employees of other departments as needed. Knowledge of and is able to use modern office practices and equipment, including computers and related software. Ability to learn and utilize new skills and information to improve job performance and efficiency.

Additional Physical, Cognitive, and Other Requirements:

Duties involve work in a stressful, fast-paced environment that includes standing, walking, and sedentary duties. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Requires the ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Duties require successful adaption to stressors, emergencies, interpersonal conflicts, volatile situations, tight deadlines, etc. Must be able to record and exchange data, follow or deliver verbal or written instructions, and make presentations to

large groups. Must be able to read, interpret, and apply various laws, policies, and procedures. Duties require the ability to prepare and interpret complex records and reports, prepare correspondence, and enter data in correct form including proper spelling, punctuation, and grammar. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 50 pounds and the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

Work is conducted in a variety of conditions including an office environment, on a school bus, outside and on paved surfaces. This position will have moderate exposure to environmental conditions. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting deadlines. Routine local travel may be required; however, occasional overnight travel is required. Frequently works extended or nonstandard hours.

Responsibility:

No budgetary accountability.
Supervises assigned transportation personnel.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES/APPROVAL:

_____	Date: _____
_____	Date: _____
_____	Date: _____