



Union County Public Schools

Job Description

POSITION TITLE: Transportation Manager	TERM OF EMPLOYMENT: 12 months
DATE: 12/5/2023	DATE OF PREVIOUS REV:
FLSA EXEMPTION STATUS: Exempt	PAY GRADE:

JOB SUMMARY: Under general supervision, a Transportation Manager implements the planning and supervision of the daily school bus operations within her/her assigned area. This position will support the safe and efficient transportation of students to Union County Public Schools.

ESSENTIAL JOB FUNCTIONS	
1.	Responds to school bus accidents with assigned area and completes a thoroughly documented investigation in compliance with the North Carolina Tort Claims Act.
2.	Collaborates with school administration and departmental leadership to resolve issues and concerns associated with school bus drivers, routing, scheduling, etc.
3.	Facilitates supervising, verifying, and completing required personnel actions to maintain a professional bus driver staff
4.	Maintains contact with school bus fleet management to ensure bus repairs are completed and spare buses are assigned as needed.
5.	Serves as the primary back up to the Transportation Area Manager.

DUTIES & RESPONSIBILITIES	
	List most important duties first
1.	Accurately maintain records, as required by state or federal laws, and Union County Board of Education policies, and adhere to confidentiality requirements of state and federal law.
2.	Maintain a working knowledge of school bus routing software and GPS systems, and be able to use the systems or enter data to support daily operations.
3.	Verifies payroll documentation is accurate for employees assigned.



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4.	Follow procedures for verifying eligibility to hire bus drivers, DOT and non-DOT drug testing, and discipline documentation.
5.	Effectively communicates to his/her assigned employees. Ensures timely deployment of departmental and organizational information.
6.	Drive as a substitute bus driver, as needed.
7.	Coordinate and participate in professional training and in-services for bus drivers.
8.	Effectively produce professionally written correspondence across various communication mediums, i.e. cell phone, computer.
9.	Perform other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> High School diploma or equivalent. Clean driving record. Three (3) years of increasing supervisory experience in student transportation Possess valid North Carolina commercial driver's license (CDL) Class B with endorsements P-passenger, S-school bus. 	<ul style="list-style-type: none"> First Aid Certification Supervisory experience Bachelors degree

KNOWLEDGE, SKILLS, AND ABILITIES

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Commercial driver license (CDL) holders and applicants must meet the medical qualifications set by the N.C. General Statute Medical Qualifications Standards Applicable to Commercial Drivers.

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations.



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PHYSICAL REQUIREMENTS

Work Environment: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 20 lbs., rarely; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoor exposure to outside weather conditions. Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemical, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.