



DIRECTOR OF TRANSPORTATION

Classification: Director Level II

Location: District Office

Reports to: Chief Operating Officer

FLSA Status: Exempt (Executive)

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as its needs and job requirements change.

Part I: Position Summary

Provides management and supervision of the district's transportation services. Responsible for planning, managing, operating, and supervising the district transportation program. Establishes and sustains a level of operations and service that assures student safety and supports a positive educational environment.

Part II: Supervision and Controls over the Work

Serves under the guidance and administrative supervision of the Chief Operating Officer. Is held responsible for results in terms of effectiveness of planning, policies, and programs, and contribution to and achievement of program goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration:

1. Provides leadership and supervises staff, including dispatchers, in planning bus routes, schedules, and stops to comply with the board of directors, OSPI, and Washington State Patrol policies.
2. Leads and monitors the transportation maintenance and preventative maintenance and repair of the district's motor vehicles and associated equipment.
3. Develop specifications in conjunction with users and the purchasing department for the acquisition of motor vehicles and associated equipment. Plan for and make recommendations for the timely replacement of motor vehicles and associated equipment.
4. Develop and recommend policies and administrative regulations regarding hazardous walking areas and the pupil transportation department for board consideration.
5. Leads and develops guidelines for operators of district vehicles, including, but not limited to, operation procedures, department of licensing checks, and operator responsibilities. Ensures compliance with and records maintenance for state law concerning licensing, registration, and operation permits for all district vehicles and vehicle operators. Ensures compliance with and administration of drug testing program.

6. Leads and coordinates the efforts of school officials, parents, students, and drivers to resolve or prevent discipline problems or other unsafe conditions in the student transportation system.
7. Monitors and makes recommendations to ensure the district's radio communications system functions appropriately to provide communications during emergencies and day-to-day operations.
8. Collects data and extensively develops all required bus transportation reports using data processing. Ensures that all required reports are submitted to the proper agencies on time.

Program Leadership:

1. **Planning and Programming:** Stays abreast of student transportation development, operations, and innovations and changing regional and local trends that may impact program effectiveness. Participates in discussions on transportation needs and issues and the impact demands and challenges will have on program management. Maintains a program of monitoring and inspection that will assure early awareness of problems, issues, and challenges that may impact program accomplishment. Applies transportation management software to assist in program planning and management.
2. **Financial Management and Strategic Participation:** Participates and/or leads the development of bid specifications for contracted transportation services. Reviews bids, conducts assessment of bidder capabilities, and the recommendation of bid awards. Monitors the approved budget for contractual services and in-house transportation operations. Takes the initiative to recognize cost issues promptly and to develop recommendations and strategies to ensure effective management of the transportation program. Administers the approved budget and reviews and approves payments in compliance with budget decisions, program objectives and priorities, and district financial management and fund control processes and procedures. Applies financial software systems to approve, track, and achieve and sustain effective program management.
3. **Policy Formulation and Guidance:** Recognizes the need for and formulates policies necessary to implement program management goals and objectives and assure the effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the department's goals and serve the overall needs of employees, managers, and the organization.
4. **Labor Relations and Representation:** Contributes to the collective bargaining process to identify and research bargaining issues related to assigned functions. Assists in developing bargaining proposals and bargaining positions affecting the food and nutrition program. Establishes and maintains a good public relations program designed to promote understanding of and support for the school transportation system. Negotiates and administers contracts with transportation service providers. Continually monitors the program to identify when changes are needed. Takes action to meet and negotiate with contractors on changes and modifications to maintain program objectives. Maintains a close working relationship with the state department at the Office of the Superintendent of Public

Instruction (OSPI) to provide input on transportation costs, state funding formulas, driver training, and state regulations. Meets with transportation personnel from other districts to pool experience, solve problems, and make recommendations for state and federal transportation policies.

5. **Program Direction and Staff Supervision:** Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve high integration and synergy across program functions. Approves position structures and operating practices essential to developing and delivering quality programs and services. Recruits and assigns staff, assuring that they possess and practice the values necessary to achieve program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration, and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment where all staff members are comfortable and forthcoming in sharing their ideas, needs, and concerns so that the staff collaborates to seek solutions and resolutions.
6. **Program Evaluation, Analysis, and Feedback:** Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the department's mission and to identify problem areas, areas of high success, and areas in need of change. Prepare structured presentations for the superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Minimum of two years of college education in transportation management, safety, or directly related fields.
3. Minimum of five years of transportation management experience, including staff supervision in a comparable environment.
4. Strong analytical, program management, and supervisory skills.
5. Eight Strong understanding of “client-centered” support.
6. Effective oral and written communications.
7. Ability to work both independently and cooperatively.



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8. Ability to organize work, set priorities, and meet deadlines—ability to establish effective working relationships at all levels of the organization.
9. Demonstrated leadership and supervisory ability.
10. Valid Washington State driver's license, commercial driver's license, and safe driving record.
11. May be required to participate in a random drug testing program.

Part V: Desired Qualifications

1. Bachelor's degree in transportation management, business, or related fields.
2. Successful experience in an educational environment.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, lift objects repeatedly, and undertake repeated motions.