

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

SUPERVISOR OF TRANSPORTATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Five (5) years experience in education or transportation.
- (3) In lieu of above requirements, a combination of training and experience substantially equivalent.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of transportation operations, including county, state and federal transportation regulations. Knowledge of computer systems in relation to transportation services. Knowledge of current industry trends. Knowledge of auto mechanics preferred. Ability to communicate orally and in writing. Skill in personnel supervision. Leadership and management skills. Ability to conduct accident investigations. Ability to manage departmental budget and finances. Knowledge of geography of the area.

REPORTS TO:

Director of Operations

JOB GOAL

To provide safe, efficient and professional transportation services for students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Plan, organize and direct pupil transportation, vehicle maintenance and inspection for the District.
- *(2) Maintain cost records on all vehicles, including gasoline, parts, labor, and inspections.
- *(3) Conduct bus evacuation drills for all drivers and transported students as required by law.
- *(4) Oversee the driver training program for all employees driving school vehicles and other training programs to enhance the level of transportation services.
- *(5) Administer the department in accordance with all relevant statutes, state regulations, applicable School Board policy and administrative directives.
- *(6) Conduct accident investigations.
- *(7) Ensure that bus operators and mechanics maintain all required qualifications.
- *(8) Verify and authorize department payrolls.
- *(9) Develop student transportation schedules and driver assignments.

- *(10) Oversee the acquisition, use and accounting of equipment, parts, supplies, and fuel used in the transportation department.
- *(11) Oversee transportation Florida Education Finance Program (FEFP) reporting to ensure accuracy and timeliness.
- *(12) Oversee the acquisition and disposal of buses and other vehicles.
- *(13) Direct routing and scheduling of buses and review bus stop locations for safety and efficiency.
- *(14) Provide continuous programs to recruit and train bus operators and assistants.

Inter/Intra-Agency Communication and Delivery

- *(15) Serve as the management representative in union-related matters impacting transportation services personnel.
- *(16) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Serve on district, state or community councils or committees as assigned or appropriate.
- *(20) Provide oversight and direction for cooperative planning with other agencies.
- *(21) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

- *(22) Maintain a network of peer contacts through professional organizations.
- *(23) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(25) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(26) Participate in state training programs and courses to increase the level of transportation services.

Systemic Functions

- *(27) Represent the district in a positive and professional manner.
- *(28) Prepare the annual transportation budget and monitor its implementation as required.
- *(29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(30) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(31) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(32) Conduct periodic studies for the purpose of improving the delivery of transportation services.
- *(33) Assist in the development of policies and procedures for transportation services.

Leadership and Strategic Orientation

- *(34) Provide leadership and direction for assigned areas of responsibility.
- *(35) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(36) Assist in implementing the district's goals and strategic commitment.
- *(37) Exercise proactive leadership in promoting the vision and mission of the district.
- *(38) Set high standards and expectations and promote professional growth for self and others.

- * (39) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (40) Collaborate with the director, other departments and agencies, and contribute to the planning and operation of the district.
- * (41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: March 10, 2015