



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Assistant Director of Transportation
SCHOOL/DEPARTMENT	Operations/ Transportation
SALARY	Salary Grade 70 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Director of Transportation
SUPERVISES	Transportation employees
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Assistant Director of Transportation assists the Director in order to guide, administer and manage the Vehicle Maintenance and traditional route operations aspects of student transportation. The Assistant Director provides assistance in leading the 100+ employees of the Transportation Department with providing school bus and activity bus support to school sites; interpreting and recommending local options to applicable state statutes, state administrative codes and NC State Board of Education policy. The Assistant Director is also involved with providing general leadership, guidance and detailed support with writing operating procedures for supervisors and managers who make the key daily decisions related to school bus routes, school bus safety, school and activity bus driver training, time card documentation, and personnel counseling and evaluation. Additionally, the Assistant Director gathers all pertinent operational and financial data to document department consumption of resources and to justify budget requests. The Assistant Director acts in conjunction with the School Bus Manager and the Mechanic Supervisor during situations when the Director of Transportation must be absent or is otherwise unavailable. The universal nature of job tasks requires a solid working knowledge of most aspects of school bus transportation department responsibilities and governing regulations.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of federal, state and local laws, rules and regulations governing school bus transportation
- Thorough knowledge of the TIMS computerized routing system
- Thorough knowledge of the Student Discipline and Code of Conduct Policy, Student Transportation Management Policy, and Student Transportation Safety Policy
- Considerable knowledge of automotive services and repair principles and techniques
- Considerable knowledge of the principles of supervision, organization and administration
- Considerable knowledge of transportation logistics in order to transport public school children
- Considerable knowledge of fiscal regulations regarding accounting of school bus resources
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends, methods and developments in the area of school bus and activity bus transportation and maintenance
- Thorough knowledge of the use of computers to process, record, transmit and analyze data
- General knowledge of school system personnel policies
- General knowledge of the principles and practices of public relations work
- Skill in allocating and organizing monetary, physical and human resources needed to operate a successful transportation program
- Skill in counseling and developing staff
- Ability to plan, develop, implement and evaluate effective programs and systems
- Ability to travel independently to and from various schools and meeting locations
- Ability to accurately interpret state and federal regulations and school policies
- Ability to use common office machines and applicable computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics, to develop meaningful reports and to make sound decision from that information
- Ability to develop and administer budgets
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner
- Ability to build team spirit, inspire cooperativeness in others and to encourage team members to accomplish work assignments even under difficult conditions

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's Degree from an accredited institution in transportation management and maintenance or business management
- Five (5) to ten (10) years of training and/or experience in management, transportation supervision, routing, budgeting and computers
- Experience working in the Transportation Department of a public school system

- Experience working in the Transportation Department of a public school system
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles
- Must possess a CDL B with School Bus and Passenger endorsement
- BSEP Certification or be able to obtain within a year of employment
- Must be school bus certified

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution in transportation management and maintenance or business management
- Experience managing a large department of bus drivers, mechanics, and other transportation personnel
- Experience providing training to bus drivers, mechanics and transportation personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the effective management and continuous improvement of pupil transportation operations
2. Supervise inventory control accounting, authorize purchasing and budget preparations
3. Maintain and dynamic and effective safety mindset among department employees, school staff, students and the motoring public
4. Along with the Director, ensure that over 130 vehicles, which transport approximately 3,500 passengers daily, are maintained and operated in a safe manner
5. Assist in the supervision of the OCS bus garage and the Chapel Hill-Carrboro bus garage
6. Represent the Transportation Department on various project teams and committees as assigned
7. Resolve complaints from employees, school principals, parents and the public at large
8. Perform no-notice quality control inspections of all vehicle maintenance and bus operations and reports to the Director the status of the department compliance with federal law, NC General Statutes, NC Administrative Code and department operating instructions
9. Assist the Director with budget reviews and make recommendations regarding funding allocations for each budget line item
10. Assist with assessing road and weather conditions and makes a recommendation to the Director for school closings/delays/early dismissals
11. Make frequent spot inspections of transportation operational areas to ensure compliance with local, state and federal regulations and guidelines
12. Assist with the development of bus safety training programs for drivers and staff
13. Respond to vehicle accidents and/or other student emergencies involving school bus, staff vehicles and contract vehicles; provides assistance with the investigation and reporting
14. Maintain a safe, fiscally sound and efficient transportation program

15. Monitor the maintenance and record-keeping for the school system's bus fleet to ensure that proper care, preventative maintenance, repair and refueling schedules are developed and implemented
16. Coordinate the recruitment, application processing, selection, training, certification, employment, supervision, counseling and evaluation of employees
17. Attend meetings, conference and workshops regarding new technology, equipment and professional development
18. Perform other duties as assigned by the Director of Transportation or the Chief Operations Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*