



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Director of Transportation</b>
<b>SCHOOL/DEPARTMENT</b>	Operations
<b>SALARY</b>	Salary Grade 78 plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Chief Operations Officer
<b>SUPERVISES</b>	Assistant Transportation Director
<b>WORK WEEK SCHEDULE</b>	Monday – Friday or as scheduled; must be available on-call
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Director of Transportation is responsible for administering and managing the district's transportation program. The Director leads the Transportation Department in providing school bus, activity bus, and contract transportation support to school sites as well as planning transportation routes. The Director is responsible for managing an efficient and effective vehicle maintenance program providing mechanical and refueling support to a fleet of vehicles. Additionally, the Director provides general leadership, guidance, and support by providing written operating procedures to managers and coordinators and recruits and trains school bus drivers, safety assistants and technicians. The Director also gathers all pertinent operational, vehicle maintenance and financial data, compiles and submits state and local reports required for reporting department consumption of resources, and justifies budget requests. The Director oversees the management of the school system data bank utilized by the NC Department of Public Instruction (NCDPI) to compute the maximum funding allowed under the NC State Legislature mandated Transportation Efficiency Funding Formula. The Director is also responsible for balancing available human and financial resources with academic program requirements to ensure maximum student educational goals are met. As needed, the Director provides special transportation capabilities to Exceptional Children.

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principles and practices for administering a school system Transportation Department
- Thorough knowledge of federal, state and local laws, rules and regulations governing school bus transportation
- Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and /or federal, state and local laws, rules and regulations
- Thorough knowledge of the NC General Assembly directed Transportation Efficiency Funding Formula
- Thorough knowledge of the procedures for reporting accidents to local and state authorities
- Considerable knowledge of the principles of supervision, organization and administration
- Considerable knowledge of automotive services and repair principles and techniques
- Ability to operate standard office machines and popular computer driven word processing, project management, spreadsheet and file maintenance programs
- Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of departmental records and reports
- Ability to establish and maintain moderately complex records and files and to prepare reports from such data
- Ability to implement and maintain the TIMS computerized routing system
- Ability to plan, direct and coordinate the work of a technical and professional staff
- Ability to exercise independent judgement and initiative in applying standards to a variety of work situations
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before the media and other groups of people
- Ability to exercise tact and courtesy in frequent contact with various state and school system personnel, as well as parents and the community
- Ability to establish and maintain effective working relationships as necessitated by work assignments

### **EDUCATION, TRAINING, AND EXPERIENCE**

- Associate's Degree from an accredited institution in transportation management or business administration
- Six (6) to nine (9) years of training or experience in management, transportation supervision, routing, budgeting and computers
- 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 a School Bus and Passenger endorsement

- Must possess valid school bus certification

**PREFERRED QUALIFICATIONS:**

- Bachelor’s Degree from an accredited institution in transportation management or business administration
- Minimum of ten (10) years of experience working in a public school Transportation Department

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Lead and coordinate effective management and continuous improvement of pupil transportation operations for both Orange County Schools and Chapel Hill –Carrboro city school district state vehicles
2. Maintain a dynamic and effective safety mindset amongst department employees, school and central staff, and students
3. Responsible for planning school bus support for all programs in the school system
4. Responsible for providing school bus support to the homeless students
5. Act as Board of Education’s designee for approving school bus travel and extends State of North Carolina tort liability coverage to yellow school buses traveling on non-state maintained and privately owned roads
6. Make day-to-day decisions relative to the provision of school bus, contract and activity bus transportation
7. Prepare, publish and implement school bus and contract vehicle routes
8. Investigate school vehicle related accidents and reports them to the appropriate agencies and personnel
9. Ensure that pre- and post- trip safety inspections are conducted
10. In consultation with the Chief Operations Office, Chief of Communications, and the Superintendent, respond to public comments, suggestions and complaints regarding any aspect of school system provided transportation
11. Develop and implement initial and refresher safety training programs for department employees that focus on and incorporate OSHA requirements; exceptional children needs as directed by federal, state and local regulations while transporting these students on school system vehicles; safe and defensive driver training techniques for all school bus and school system activity bus drivers; and any other special safety training tailored to meet the needs of department employees such as HAZMAT or HAZCOM
12. Coordinate with principals, bus supervisors and others as necessary to achieve safe loading and unloading zones for school buses and safe vehicular and pedestrian traffic movement while on school campuses
13. Coordinate with the Chief Operations Officer and Maintenance Director regarding the development of new schools to locate safe and efficient school bus loading/unloading zones
14. Assist principals with securing training materials and providing school bus safety instruction for students
15. Monitor weather and road conditions; activate, whenever required, the administrative team that travels on county roads
16. Make a recommendation directly to the Chief Operations Officer regarding road conditions and the need for school closings, delays or normal opening as appropriate

17. Orchestrate the accurate collection and submission of data to NCDPI to ensure maximum state funding is received each year
18. Allocate and approve the consumption of state and local funds allocated to provide school bus transportation and related services
19. Annually report OCS fund expenditure information, student rider information, contract transportation rider information, driver hour and mileage information and other pertinent data from TIMS to the NCDPI Transportation Section Chief
20. In accordance with state and local regulations, plan and administer an efficient vehicle maintenance program that ensures school buses, activity buses and other system-owned vehicles are mechanically safe and sound to operate
21. Coordinates= the employment, supervision, training, counseling of personnel and establishes evaluation standards for all Transportation Department personnel in accordance with HR guidelines
22. Establish and pursue a staff development program designed to maintain mechanic currency, foster employee professional growth and instill a bus driver safety paradigm
23. Establish and implement procedures for safeguarding transportation equipment
24. Manage the school bus acquisition program balancing seat requirements and types of vehicles with student population distribution
25. Manage all aspects of the activity bus program to include acquisition, allocation, utilization, reimbursement for use and scheduled maintenance repair
26. Coordinate the recruitment, application processing, selection, training, certification, and employment of transportation staff
27. Supervise the pre-trip inspections of Charter Motor Coaches and monitor their activities to ensure that companies are in compliance with federal and state regulations
28. Investigate complaints concerning personnel and seeks assistance from Human Resources as necessary
29. Receive, review and resolve parent complaints regarding bus stops, runs and schedule problems
30. Work with Human Resources as necessary to conduct required Criminal Record Background checks; verify past work histories and coordinate re-employment; conduct post-accident and random drug/alcohol screenings as required
31. Interpret and recommend local options to applicable state statutes, state administrative code and NC State Board of Education Policy
32. Perform other duties as directed by the Chief Operations Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	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.
<b>ACKNOWLEDGEMENTS</b>	
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.*