

Transportation: Director for Transportation

<u>Reports to:</u>	Assistant Superintendent for Operations
<u>Supervises:</u>	Bus Drivers/Monitors, Office Personnel, Transportation Specialist, Mechanics, Mechanic Supervisors, Inventory & Procurement Supervisor
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Appropriate Central Office Administrator Salary Schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt
<u>Qualifications:</u>	<ul style="list-style-type: none"> • Experience in budgeting, logistics operations, and transportation operations • Valid North Carolina driver license

Essential Job Functions:

- Leads and coordinates effective management and continuous improvement of pupil transportation operations
- Supervises inventory control accounting, authorization of purchasing and budget preparations
- Supervises bus routing, accident investigations, and develops school bus safety and education programs for schools
- Supervises the collection of necessary data, including student count, driver hours, driver mileage and costs, and prepares reports for submission to NCDPI
- Advises Assistant Superintendent for Operations on road hazards for decision on school closing during inclement weather
- Maintains and operates a safe, fiscally sound and efficient transportation program
- Supervises the maintenance and record-keeping for school system's bus fleet to ensure that proper care, preventative maintenance, repair and refueling schedules are developed and implemented
- Ensures that safety standards are in compliance with local, state and federal regulations
- Develops on-going in-service programs for school bus drivers, mechanics and staff covering safety, student management, care of equipment and interpersonal skills
- Supervises the pre-tip inspections of Chartered Motor Coaches and monitor their activities to ensure that companies are in compliance with federal/state regulations
- Investigates complaints concerning personnel
- Receives, reviews and resolves parent complaints regarding bus stops, runs and schedule problems
- Verifies past work histories and coordinates pre-employment, post-accident and random drug/alcohol screenings on transportation employees as required by Moore County Board of Education Policy
- Maintains safety records and information such as MSDS in a conspicuous location to ensure workers' quick access to a reference guide for their safety
- Performs any additional duties as required or assigned by the supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm's length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- understand and follow oral written instructions