

NORTH FRANKLIN SCHOOL DISTRICT

CLASSIFIED POSITION POSTING

2020-2021 School Year

POSITION TITLE: Director of Transportation
LOCATION: District
DATE POSTED: January 13, 2021
JOB NUMBER: 2020-210113001

OVERVIEW

The Director of Transportation provides leadership and direction for the North Franklin School District Transportation Department, in accordance with district, state, and federal regulations and policies. The Director of Transportation develops, plans, and executes all transportation functions and is responsible for ensuring services are completed across the district in a safe and efficient manner, within budget, and in compliance with all relevant regulations. Additionally, the Director of Transportation manages a staff of approximately 30 members, 36 buses and 24 daily routes as well as numerous trips for extra and co-curricular activities. This position is also responsible for establishing and maintaining effective communication within the department as well as with students, parents, community, district staff, and school principals. This position is a member of the District Leadership Team and reports to the Superintendent.

ESSENTIAL JOB FUNCTIONS

- Directs the planning and implementation of the district's transportation department, aligned with district strategic plans, priorities and objectives including: finances, safety, regulatory compliance, personnel decisions, preparation of program reports and communication with district leadership, school staff and district departmental staff.
- Ensures that the transportation department complies with district, state, and federal regulations.
- Responds to parent questions and concerns and coordinates with building administration, parents, and transportation staff related to student behavior and discipline events while riding district transportation.
- Develops, implements and maintains policies and procedures consistent with industry best practices and current laws.
- Oversees and manages the vehicle maintenance program including annual state bus inspections.
- Oversees the development of safe and efficient bus routes and stops, including special education transportation within and outside the district, McKinney-Vento and all extra- curricular transportation.
- Supports risk management through the development and implementation of students' safe walking routes to school.
- Oversees, supervises, and evaluates the performance of employees as assigned; ensures compliance with all regulations related to licenses, endorsements, and certifications for employees to accomplish assigned duties and responsibilities
- Coordinates with human resources for the recruitment, hiring, and retention of employees for the purpose of accomplishing department objectives within budgetary constraints.
- Oversees the development of a regular training program in accordance with statutory obligations for all transportation employees.
- Manages the transportation vehicle fund budget and makes recommendation for the purchase of buses and other district owned vehicles.
- Ensures timely and accurate reporting for district, state and federal reporting requirements, including fleet maintenance records.
- Plans, prepares and monitors the transportation budget during the year to ensure accountability of funds.
- Administers the collective bargaining agreements of labor organizations associated with transportation services, including routine personnel questions.
- Participates in collective bargaining teams and regular labor management meetings.
- Performs road checks during periods of inclement weather and makes recommendations to leadership regarding the safety of transportation to and from district facilities.
- Responds to vehicles incidents and accidents; coordinate response with other agencies, prepare incident reports, takes appropriate action to reduce accidents
- Provides leadership in the selection, use, and implementation of appropriate software programs to facilitate all aspects of transportation operations.

- Advises leadership on policy and procedure issues related to transportation operations and the implementation of educational proposals, including operational and financial impacts on desired results in serving students.
- Develops and maintains excellent working relationships with constituents, stakeholders, and other departments throughout the district.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience and knowledge of district policy and procedures, federal and state laws, regulations and standards pertaining to the transportation industry, school buses and school transportation.
- Knowledge of fleet operations, equipment needs, and routing software.
- Knowledge of transportation vehicle acquisition, replacement specifications and applicable safety and legal standards.
- Knowledge of principles, practices and techniques of vehicle maintenance and related safety and standards.
- Knowledge regarding the industry-accepted procedures for accident investigation.
- Knowledge of labor relations and employment law.
- Skill in defusing emotion-charged situations and conflict resolution and making appropriate timely decisions.
- Skill in management of emergency situations.
- Skill in strong, positive communication strategies to resolve customer concerns including parents, students, and staff.
- Ability to develop, implement and assess departmental policies and programs focused on best practices.
- Ability to think creatively in order to solve difficult problems with effective solutions
- Ability to develop, manage and report budgets and financial information to a variety of customers.
- Ability to communicate effectively both orally and in writing with a diverse group of people.
- Ability to establish and maintain effective/appropriate relationships with school and district staff, students and community groups.
- Ability to maintain confidentiality.
- Ability to be attentive to detail and meet deadlines and schedules.
- Ability to work under pressure in a high stress environment and adapt to frequent and sustained interruptions.
- Ability to research, interpret and analyze information relevant to assigned responsibilities.
- Ability to utilize computers, software, and technology to support the district; ability to learn new software or technologies that offer value to the district.

EDUCATION & EXPERIENCE REQUIREMENTS

- Five years of progressively responsible experience working in an organization with a focus on transportation operations, logistics, facilities management, or related field.
- A Bachelor's degree in administration, management or a relevant field of study.
- Qualifying experience may be substituted for educational requirements.

CONDITIONS OF EMPLOYMENT

- Classified supervisor position, Monday through Friday, 8 hours per day, 260 days per year.
- Salary: \$72,652 - \$88,317 per year, depending on qualifications and verified experience. Health, vision, dental and retirement benefit package included.
- Successful applicant is required to pay the following fees before beginning employment:
✓ FBI/WSP Background Check / ESD Fingerprinting Fee - \$78.00
- Upon hire, must meet with the Payroll Office to register a valid Social Security Card, photo I.D. and other pre-employment documentation before beginning employment.
- For additional information contact Human Resources at 509-234-2021 x. 1007, or visit www.nfsd.org
- Position open until filled.

TO APPLY

Please complete the application through our online application system FastTrack ([NFSD FastTrack Link](#)).