



Chesterfield County Public Schools
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<u>Date:</u>	April 2022
<u>Job Title:</u>	Area Manager of Student Transportation
<u>Grade Level:</u>	41
<u>Work Location:</u>	Student Transportation Area Office
<u>Immediate Supervisor:</u>	Director of Student Transportation
<u>Terms of Employment:</u>	12 month contract/260 days/8 hours
<u>FLSA Status/Test:</u>	Exempt

General Description:

Manages the planning and daily operations of school transportation programs; performs complex work within specific departmental objectives and policies; works independently and collaborates with other managers on a regular basis; makes regular and frequent contacts at all organizational levels within and outside the school system to implement programs and policies; makes decisions that impact the entire system, especially at the school level; exhibits extensive judgment and effective skills in conflict resolution and investigation; requires good communication and interpersonal skills; requires responding to situations outside the normal working day.

Essential Job Functions:

- Provides leadership in the development and implementation of efficient school bus service, to include assigning bus routes, and scheduling drivers for buses; evaluating routes and bus stops; approving revisions to accommodate newly developed areas and overcrowded buses; analyzing data for the purposes of: 1. ensuring on-time arrival of buses 2. reducing overtime, 3. monitoring fuel usage, 4. addressing excessive absenteeism, and 5. collaborating with school administration to address bus referrals.
- Uses effective skills in conflict resolution, investigation and problem solving necessary to resolve problems related to parent/community concerns and requests for route/stop changes, bus breakdowns, safety problems and routes, schedules and drivers;
- Investigates accidents involving school buses according to established policies, practices, and procedures; resolves safety problems concerning drivers and bus stops; assists with the driver safety and attendance awards program;
- Manages, counsels, and evaluates drivers; creates performance improvement programs for drivers who have competency challenges and provides training and in-service to meet local and state requirements and needs;
- Oversees acquisitions related to the needs of the Student Transportation Department; supervises the preparation of various reports and studies;
- Represents the transportation department in meetings, councils, task forces, and committees at all levels;
- Performs other related duties as assigned on an as-needed basis.

Budgetary Responsibility:

Manages office budget. Monitors, evaluates, and limits overtime for area office staff and drivers.

Report Preparation:

Prepares reports at the request from all organizational levels, or as needed.

Equipment Operation:

Office equipment such as computer, keyboard, printers, copiers, facsimile machines, multi-line telephone systems, cellular phones, pagers, and radio communications.

Contacts:

Frequent and regular contact with Director/Assistant Director of Student Transportation, Student Transportation Safety and Training Department - operational, training or accident investigation issues; Fleet Maintenance – preventive maintenance, breakdowns, resources; Virginia Department of Transportation (VDOT) resident engineer – condition of roads or closures; Office of Risk Management, local police dispatch or officers – accident/incidents, Human Resources – personnel issues, benefits. Periodic contact with VA Department of Education – training, accident reporting, preventive maintenance, Department of Motor Vehicles – licensing.

Work Direction:

N/A

Supervision:

Recommends hiring, termination, transfer, and suspension of full-time employees in the area transportation office; evaluates full-time office manager, transportation coordinators, school bus drivers,, bus attendants, and driver/food service employees in an area office.

Decision Making:

Decisions related to revisions to school bus stops, routes, drivers, vehicles or discipline of employees may be made independently or in consultation with the director.

Formal Policy-Setting Responsibilities:

N/A

Physical Demands:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and fingers, reach with hands and arms, handle or feel objects, printed materials and/or controls and talk and hear. The employee is occasionally required to stand, walk, sit and drive. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment:

While performing the duties of this job, the employee performs work in various locations at buildings within public school facilities. Frequent travel is required within the school system and workplace. Work may require transport of some materials from location to location. The noise level in the work environment is quiet to moderate and the environment may reach a noisy, fast-paced, high-pressure level where decisions have to be made quickly while managing several tasks simultaneously.

Knowledge/Skills/Abilities:

Considerable knowledge of transportation procedures, operations and computer applications, including routing and mapping techniques, first aid, personnel and business management. Considerable knowledge of crash-investigation analyses. Considerable knowledge of school system layout and county geography. Considerable knowledge of laws pertaining to school buses in Virginia, as well as federal, state and local laws, regulations or requirements related to employment practices and employee requirements. Demonstrated ability in supervision, problem solving, and conflict resolution. Demonstrated ability to follow directions, organize and communicate effectively, orally and in writing.

Requirements:

Bachelor's degree preferred; or education, certification, training or experience sufficient to demonstrate the required knowledge, skills and abilities. Valid VA Commercial Driver License (CDL class B with P and S endorsements. This position requires the incumbent to drive. In accordance with Policy 5431, an employee who occupies the position and is assigned a district-owned or leased motor vehicle will be subject to annual driving checks and must maintain acceptable records pursuant to the standards set forth in the policy.

Chesterfield County Public Schools assures Equal Employment Opportunities for employees as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, the administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position and does not imply an employment contract.

Employee signature/Date