



**REVISED**

**HANOVER COUNTY PUBLIC SCHOOLS**  
invites applications for the position of:

## **Director of Pupil Transportation**

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**SALARY:**

\$82,768.00 - \$158,124.00 Annually

**OPENING DATE:** 04/10/18

**CLOSING DATE:** 04/27/18 11:59 PM      **Closing date extended**

**DESCRIPTION:**

**GENERAL RESPONSIBILITIES**

Responsible for the division's transportation program to ensure safe and efficient transport of all students. Position directs all transportation personnel, reviews and approves bus routes, ensures appropriate staffing and training for personnel, responds to stakeholder inquiries, develops and manages the department's annual budget and maintenance of the bus and car fleet. Works with administration and outside agencies to implement programs. Reports hazardous road conditions during inclement weather and assist with decision regarding school closures, directs preparation of annual state report, implements and supports all federal, state, and local regulations and guidelines.

**ESSENTIAL DUTIES**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Oversees transportation staff, bus drivers, bus attendants, traffic guards, and car drivers;
- Develops, implements, and administers programs, procedures, efficient bus routes, employee training and activities necessary to meet the safety and efficiency standards for operation of all student transportation and related maintenance systems;
- Establishes and monitors bus routes and schedules to ensure the safest and most efficient operation and compliance with safe traffic engineering practices;
- Investigates all requests and complaints concerning pupil transportation, including follow-up communications. Acts as a liaison with parents and the general public to resolve concerns and to maintain effective customer relations. Acts as a liaison between Fleet Services and Transportation;
- Assists with the selection and recommendation for hire of qualified drivers and assistants. Oversees personnel placement, making personnel recommendations when appropriate;
- Stays abreast of new information, regulations and other changes affecting pupil transportation. Adheres to all federal, state and school board laws and regulations;
- Maintains a current license to drive school buses and drives in unforeseen and emergency situations;
- Maintains a current listing of students assigned to each vehicle and adjusts routes or schedules based on student needs.
- Oversees appropriate transportation arrangements for students with disabilities;
- Develops and supervises a regular preventive maintenance program for all school board vehicles, ensuring that all vehicles are safe and in good mechanical condition throughout the year;

- Develops and controls effective and efficient budget allocations for the transportation department including the vehicle maintenance operation;
- Prepares federal, state and local reports as required;
- Develops, implements, and administers the transportation department's drug and alcohol testing program in accordance with federal, state, and local regulations in conjunction with the human resources department;
- Attends meetings, makes presentations and reports concerning matters affecting the transportation department;
- Assesses and identifies transportation needs and provides recommendations to the Executive Leadership Team regarding future transportation, equipment, and personnel requirements;
- Evaluates all transportation staff on a regular basis. Routinely monitors training, driver certification/licensure, accident investigations, citizen issues, and performance;
- Ensures accurate time and attendance reporting for pay and leave tracking;
- Reviews road conditions during inclement weather;
- Corresponds and meets with VAPT members;
- Performs related work as required.

**QUALIFICATIONS: KSA'S, EDUCATION:**

**KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of: school transportation law, policies and procedures; the principles and practices of a transportation; routing and route planning software and logistics management. Budget planning, problem analysis and payroll knowledge. Excellent human relations, organizational, communication, and supervisory skills.

**EDUCATION AND EXPERIENCE**

Bachelor's degree with extensive management experience in transportation or related field. Master's degree preferred.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**TERMS OF EMPLOYMENT:**

**Location:** Transportation Office

**Work Schedule:** 8 hours/day, 12 month (261 days)

**Immediate Supervisor:** Assistant Superintendent for Business & Operations

**Pay Grade:** 22

**Salary Scale:** Uniform

**Special Requirements:** CDL Certification

**FLSA Status:** Exempt

**PHYSICAL REQUIREMENTS AND DISCLAIMER:**

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine as well as various types of motor vehicles. May require significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.