

Powhatan County Public Schools

Immediate Openings - Director of Transportation (677)

JOB POSTING

Job Details

Title **Immediate Openings - Director of Transportation**
Posting ID **677**
Description **THIS IS A 245 DAY POSITION (12 months)**
Salary based on experience

Powhatan County Public Schools

Job Title: Director of Transportation

FLSA Status: Exempt

Employment Status: Classified

License Required: Yes - CDL w/P & S

endorsements

Reports to: Superintendent

Summary

Responsible for providing strategic leadership, management and direction of the Transportation department which is responsible for safe and efficient student transportation as well as the repair and maintenance of all county own vehicle assets. The Director of Transportation models leadership through processes, procedures, policies, and practices that promote inclusiveness within the Transportation department. Ensures the attainment of the goals of the School Division's strategic plan as related to Transportation Department functions and incorporates accountability measures for oversight of policies and programs.

Essential Duties and Responsibilities include the following:

- Develops, recommends, implements, administers, and communicates policies and procedures to guide all activities related to pupil transportation aligned with meeting the strategic and operational aspects of transportation for the School Division.
- Supervises the Fleet Manager and Garage personnel. Ensures billings for service and fuel usage are processed timely and accurately and that the parts inventory is maintained accurately.
- Ensures that all transportation practices are in compliance with state and federal laws and regulations and Board policy.
- Hires, supervises, and evaluates bus drivers, transportation assistants, shop employees and other transportation personnel.
- Leads, trains, motivates, and listens to department staff and provides guidance, direction, consultation, and assistance as needed. Administers a comprehensive training program for the staff. provides necessary instructions to staff in developing best practices and techniques in training for new hires and existing employees. and attends training to enhance and maintain knowledge of emerging trends and issues in relevant disciplines.
- Supervises the development and implementation of complex and difficult routing and scheduling of buses and other vehicles to meet federal, state and local regulations. as well as needs of instructional programs and other strategic initiatives.
- Directs scheduling and dispatching activities to ensure the most efficient use of buses and drivers.
- Evaluates school bus service through personal observation, conferences with drivers, school administrators and parents.
- Oversees a transportation safety program and ensures that safety standards are implemented.
- Confers with representatives from other agencies on transportation matters and weather/road conditions. evaluates road conditions and makes recommendations regarding school closings due to weather and emergencies to the superintendent or superintendent's designee.

- Supervises the maintenance of school buses and other County government vehicles. Ensures the regular and preventative maintenance of all division-owned vehicles, school buses, and transportation equipment.
- Maintains records, files, reports and correspondence concerning maintenance activity, labor utilization, transportation system and equipment condition.
- Supervises the special transportation needs of the school division by providing personnel and transportation for field trips and athletic trips.
- Maintains effective lines of communication with all employees, departments and schools to address transportation needs and issues.
- Supervise accident investigations and accident reporting to appropriate law enforcement, VDOE and insurance agencies.
- Provides for annual training of drivers in areas such as: student safety and student conduct procedures applicable to Transportation. communicable diseases and how to handle incidents that may occur during transport. Driver Handbook and Operational requirements. Bus and Car Maintenance and Cleanliness requirements. and, any other topic deemed appropriate for annual training.
- Provides special needs drivers with instruction in management of special needs students.
- Participates along with school officials in parent/student conferences in an effort to resolve or prevent misconduct and unsafe conditions, which involve the transportation system.
- Provides substitutes for drivers and assistants, and provide for a pool of adequately trained and informed substitute bus drivers.
- Prepares budget requests and monitors the annual budget for transportation and maintenance. makes purchases in accordance with approved County policies and regulations. projects staffing requirements in conjunction with bus routes and schedule. and prepares periodic reports on the efficiency, effectiveness and future needs of the transportation and vehicular maintenance programs.
- Develops and implements a bus and vehicle replacement program in accordance with school board policy.
- Coordinates, develops, and monitors transportation metrics and key performance indicators.
- Plans and directs implementation of new technology for use in the transportation department to improve service and bus safety conditions in collaboration with the PCPS Department of Technology and promotes the effective use of technology and systems required for a modern transportation department, including best practices for data privacy.
- Represents the department in dealings with the School Board, media, other departments, parents, and other agencies on all topics related to transportation.
- Performs other duties that may be assigned by the superintendent or superintendent's designee.

Qualifications

Experience or responsibilities in the areas of: supervision of personnel. routing and scheduling. bus driver training. accident investigation. procurement of supplies and services. record keeping. inventory control. and budget management. In addition, the Director must: have a current Class B CDL with S&P endorsements or obtain within 1 year of employment; be certified as an A, B, and C Level Certified Operator of Underground Storage Tanks for School Divisions (OSHA Requirement); be knowledgeable of safety standards, laws, codes, rules, regulations, policies and procedures relating to pupil transportation; demonstrate the ability to establish cooperative relations with other division staff members, subordinates, students and parents. and have the ability to communicate effectively.

Education and/or Experience

Bachelor's Degree or Associate's Degree preferred. Three years supervisory experience or additional education and certifications which may be considered in lieu of the three-year minimum.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The Director of Transportation must possess: the ability to write routine reports and correspondence. and have the ability to speak effectively before groups of parents, the public, or the School Board.

Reasoning/Other Abilities

Ability to apply common sense understanding and good judgment to carry out instructions furnished in written, oral, or diagram form.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit. use hands to finger, handle, or feel. and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to stand. walk. climb or balance. and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is frequently exposed to fumes or airborne particles, outside weather conditions and vibration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	\$99,142.00 - \$127,189.00 / Per Year
<i>Location</i>	Bus Garage

Applications Accepted

<i>Start Date</i>	09/21/2023
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