

Prince George County Public Schools

Director of Transportation (638)

JOB POSTING

Job Details

Title

Director of Transportation

Posting ID

638

Description

TITLE:

DIRECTOR OF TRANSPORTATION

PRIMARY FUNCTION:

Manages the operation of the School Division's transportation, to ensure safe, reliable, and economical services for students, employees, and schools as well as other PGCPSS' departments. In addition, this position oversees the operations and maintenance of the staff of the bus garage as well as acts as the PGCPSS liaison to the Prince George Emergency Operations Center.

MINIMUM QUALIFICATIONS:

- A bachelor's degree from an accredited four year college, with at least three years of supervisory or management experience in a maintenance, warehouse, transportation, or general services environment; or any equivalent combination of training and experience which would provide the acceptable knowledge, abilities, and skill, as evidenced in the following performance responsibilities.

NECESSARY & SPECIAL QUALIFICATIONS:

- A valid Virginia CDL license and/or 5 years' experience as a licensed Virginia school bus driver
- The school division may consider granting a period of time to gain the Virginia CDL if it is not yet held to an otherwise successful/qualified candidate

KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of current personnel and management practices, as well as student transportation methods and student transportation safety requirements
- Knowledgeable of the general operating principles of all American-made buses; knowledge of commercial trucking, shipping/receiving procedures as well as the use of tow motors and commercial trucks as they pertain to warehouse operations
- Provides effective oral and written communication and is computer literate
- Communicates effectively with principals, directors, assistant superintendents and the public; must possess sufficient strength, agility, and dexterity required to perform job responsibilities

REPORTS TO:

Chief Support Services Officer

PERFORMANCE RESPONSIBILITIES:

- Develops and administers a coordinated transportation policy, in close concert with the County of Prince George, and the State Board of Education, complying with all applicable policies and regulations
- Manages assigned resources to conform to all Virginia laws and regulations regarding school transportation, vehicle maintenance, and property inventory procedures
- Supervises the staff responsible for vehicle maintenance
- Recruits, trains, and supervises all vehicle maintenance, and transportation staff, and makes recommendations to Human Resources on employment; creates a working

environment that will permit employees to commit their talent and energy to the School Board

- As provided in Superintendent Regulations, advises on road conditions during inclement weather to inform decisions on the opening or closing of schools
- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities; maintains current bus routes for all public schools in the division; updates bus schedules for all public schools in the division as appropriate
- Maximizes use of technology to support the effective and efficient transportation process (i.e. VersaTrans, GPS systems, bus tracking system for parents)
- Assembles, prepares and keeps updated a school bus driver's manual based upon state statutes and school board policies for each driver
- Updates the Transportation Department's Bus Driver/Aide Handbook
- Cooperates with school principals and others responsible for planning special trips requiring School Division buses and drivers
- Attends appropriate committee and staff meetings
- Completes and dispatches insurance reports related to transportation matters; submits all reports required by Department of Education authorities
- Responds to parent complaints and special requests related to transportation
- Prepares an annual operating budget
- Coordinates procurement of vehicles, maintenance equipment, replacement parts and supplies needed to operate the division's fleet efficiently and economically; processes modifications to service agreements when requested by clients
- Keeps current on Board of Education policies and regulations, keeping the Superintendent, principals, drivers and maintenance department informed of all new regulations
- When requested, assists principals in loading, controlling conduct of buses, evacuation drills, and keeping them aware of any delay of their school buses
- Coordinates school division/county emergency operations center; investigates all accidents involving School Board vehicles
- Directs the preparation of reports on the activities of the department; directs receiving, inventory, and disposal of tangible school board property
- Performs other duties as assigned.

REQUIREMENTS:

- Involves limited physical tasks including lifting, and may involve operation of equipment such of computers, copiers, overhead projectors, etc.
- Involves frequent traveling to and from schools and on bus routes

TERMS OF EMPLOYMENT:

12 month contract; Grade D31

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Shift Type

Full-Time

Salary Range

\$83,430.00 / Per Year

Location

Prince George County Public Schools

Applications Accepted

Start Date

04/25/2024