

**THE SCHOOL BOARD OF MANATEE COUNTY**  
**Local Title: DIRECTOR, TRANSPORTATION**  
**State Title: Director, Transportation**  
**SENIOR MANAGEMENT**  
**JOB DESCRIPTION**

**JOB GOAL:**

To provide for the safe transportation of all district students to and from school and other related events and to maintain a high level of customer service.

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited educational institution or equivalent skills in Administration and Supervision.
2. Minimum of five (5) years related professional experience.
3. Evidence of a high level of skills as an effective administrator.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of applicable law, rules, policies and procedures. Extensive knowledge of federal and state laws and regulations as they pertain to school transportation and traffic safety. Knowledge of school transportation systems and equipment. General knowledge of geography of the area. Ability to plan and schedule a District-wide routing program. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finance and departmental budget. Knowledge of safety standards for vehicles, transportation and inspection requirements. Computer knowledge of applications such as word processing, spreadsheets and visual presentations. Ability to communicate effectively in both oral and written form. Ability in personnel planning and supervision. Ability to work long hours when necessary. Ability to travel to various sites for meetings. Ability to manage stress.

**REPORTS TO:**

Chief Operations Officer

**SUPERVISES:**

Assigned Transportation Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Monitor and direct the total transportation operation through collaborative planning, organizing, implementing, communicating, and evaluating as a team member.
2. Represent department on business, community, and district level groups.
3. Advocate, facilitate, and monitor the alignment of department vision and mission and decision making to the district vision and mission.
4. Supervise the departmental programs and encourage continuous improvement efforts within the department.
5. Attend meetings and training related to student transportation.
6. Encourage partnerships and community involvement.
7. Serve as the Superintendent's representative to schools and community groups.
8. Advocate, facilitate, and monitor the professional growth and performance of employees by providing ongoing training opportunities.
9. Encourage employee involvement, empowerment, responsibility and innovation.
10. Recognize outstanding performance of employees.
11. Negotiate and evaluate improvement objectives with managers and department personnel.
12. Advocate, facilitate, and monitor alignment of department plans and budgeting to district strategic directions.
13. Develop Transportation Team Plan to support the District Strategic Plan.
14. Communicate District Team goals.
15. Develop, implement and evaluate short- and long-term goals.
16. Represent departmental concerns to the Chief Operations Officer.

17. Establish, monitor and analyze customer service with emphasis on positive communications.
18. Advocate, facilitate, and monitor customer satisfaction data.
19. Communicate with School Advisory, PTA/PPO and Booster organizations.
20. Maintain an information system that provides information requests in a timely manner.
21. Gather, monitor, and share data for comparison and improvement purposes.
22. Assist managers in analyzing and using operational results to continually improve service to clients.
23. Facilitate and monitor current level of departmental performance.
24. Advocate, facilitate, and monitor the development, deployment and results of department improvement initiatives as they relate to district initiatives.
25. Evaluate overall operational performance.
26. Assist in the design of Transportation activities for the district.
27. Organize and supervise the Management Team.
28. Act as liaison with community groups, parents and other agencies.
29. Facilitate the resolution of problems appealed above the manager level.
30. Respond to inquiries and concerns in a timely manner.
31. Attend training sessions, conferences and workshops to keep abreast of current practices, programs, legal issues, and best practices pertaining to student transportation.
32. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
33. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
34. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District

**EVALUATION:**

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

**Board approved:**

**Revised:**

7/08/2002  
4/19/2004  
5/14/2007  
7/26/2010  
06/12/2018  
08/24/2021

SALARY SCHEDULE: SAMP  
PAY GRADE: D15  
SHORT TITLE: TRN001  
STATE JOB CODE: 78005