

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Transportation Area Manager

Reports to: Director of Transportation

POSITION SUMMARY

Manages transportation operations for in-District student population, including scheduling, dispatching, training, and office supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 40% Oversee and approve employment of bus drivers, as well as overseeing other human resources functions, such as mentoring, training, grievance handling, performance evaluations, discipline, and terminations, of up to 100 hourly bus drivers and up to 10 classified staff members. May assist in supervision of hourly Maintenance Mechanics.
- W 10% Collaborate with District stakeholders for input toward planning and implementing Transportation Programs that align with BOE Goals & Executive Limitations, as well as business support operations.
- D 15% Ensure the enforcement of local, state and federal laws and regulations pertaining to K-12 school transportation processes, including environmental and energy standards.
- W 5% Develop and monitor the Transportation Terminal budget, including analysis of budget expenditures and recommendations for on-going transportation effectiveness.
- D 10% Implement building & vehicle security measures as mandated by District administration.
- D 15% Represent the Transportation Department to school and community stakeholders, as well as to local safety officials in matters of mutual interest.
- 5% Perform other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Two years college coursework, or equivalent advanced training.

MINIMUM EXPERIENCE

Five years experience in K-12 Transportation environment.
Advanced supervisory experience; union environment preferred.

SKILL REQUIREMENTS

Computer applications skills: Microsoft Office
School Administrative Student Information system (SASI), preferred
Strong customer service skills.

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- ◆ Valid Commercial Driver's License, with endorsements BP2S
- ◆ Mountain/Adverse Weather Certification, acquired within 3 months of hire
- ◆ First Aid/CPR, acquired within 3 months of hire

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.
Moderate exposure to outdoor weather conditions.
Moderate exposure to petrol fumes.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to fifty (50) pounds.
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES – Up to 100 hourly bus drivers; up to 10 classified staff

WAGE SCHEDULE – Prof/Tech Range 3

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.