



COLUMBUS CITY SCHOOLS
invites applications for the position of:

DIRECTOR, TRANSPORTATION AND FLEET SERVICES

SALARY: \$106,420.00 - \$127,370.00 Annually

OPENING DATE: 10/19/20

CLOSING DATE: Continuous

DEFINITION:

POSITION SUMMARY: Provides strategic direction and oversees execution of all plans and activities for the transportation of public and non-public students within the school district in a timely and safe manner. Secures and administers contracts related to pupil transportation activities and fleet services; monitors compliance with contractual agreements and vendor commitments and works with vendors to resolve contractual issues/concerns as necessary.

REPORTS TO: Sr. Executive Director, Business and Operations

DEPARTMENT: Pupil Transportation

EXAMPLES OF WORK:

ESSENTIAL DUTIES:

- Directs the day-to-day activities of department staff including bus drivers, intervention aides, child care attendants, and fleet services. Duties include hiring, training, counseling, evaluating staff performance, maintenance of department records and files, and when necessary disciplining and/or discharging staff.
- Develops short-term and long-term goals for Transportation and Fleet Services which support the district's strategic plans.
- Provides direction and oversight of the district's transportation function ensuring the safe and timely transportation of students.
- Ensures the district is designed to meet the needs of the business and the staff has the skills and training required to deliver business objectives.
- Identifies opportunities and recommends solutions in Transportation and Fleet Service operations in order to operate to the fullest potential.
- Secures and administers contracts related to fleet services and pupil transportation activities; monitors compliance with contractual agreements and vendor commitments and works with distributors, and manufacturers to resolve contractual issues/concerns as necessary.
- Establishes, implements and promotes a driver training program to ensure the safe transportation of students and demonstrates support for use of proper student management skills by bus drivers.
- Prepares and administers departmental budget(s); ensures expenditures are within the approved budget(s).
- Establishes benchmarks for efficient and effective operations and systematically monitoring the effectiveness of transportation programs and services.
- Promotes the use of computerized routing to efficiently design and implement bus routes and transportation schedules; directs a process to communicate route assignments and changes to bus drivers, school administrators and families, including the timely reporting of routing assignments for the start of the school year and other mid-year changes.

- Responds to emergency situations and matters of concern regarding transportation issues.
- Develops and implements transportation standards, policies, and procedures; revises departmental work systems and procedures as necessary to improve the efficiency and effectiveness of the transportation function.
- Monitors district compliance with Federal and State regulations, insurance requirements and district standards relating to pupil transportation; initiates corrective action as needed.
- Works with district administrators, staff, parents and others in matters relating to pupil transportation as well as particular concerns.
- Oversees the coordination and investigation of accidents involving district vehicles; coordinates an appropriate course of action.
- Advises the Superintendent or designee on road conditions and makes recommendations to close schools during inclement weather.
- Facilitates relationships with constituent groups such as community and non-public schools to address issues including coordinating school calendars and bell times, student management practices and other service related needs.
- Represents the department in collective bargaining conferences, mediations, grievance hearings and complaint actions.
- Prepares or oversees completion of required documentation and reports.
- Attends internal and external meetings and participates on committees related to the transportation function; performs related tasks.
- Oversees and monitors the operations of Fleet Services and makes recommendations to the Sr. Executive Director, Business and Operations on the continual improvement of processes in this area.
- Oversees the execution and completion of vehicle and equipment maintenance and repair work orders in a cost effective and timely manner and with minimal disruption to the learning environment.
- Ensures departmental staff maintains required credentials and facilitates on-going development opportunities that align with district strategies and objectives.
- Maintains current knowledge of regulatory standards and district policies related to the vehicle maintenance function including Ohio Department of Education and Ohio State Highway Patrol requirements.
- Oversees site audits of all fleet equipment. Verify vehicles have required maintenance including annual inspections and ensure all service/safety recalls have been completed. Validate the completion all accident repairs and ensure they meet repair standards.
- Identify and present new programs which will improve the fleets maintenance process and operating cost.
- Requires annual participation at a minimum of four hours of in-service of an in school transportation related training.
- Must complete the classroom portion of the Ohio preservice driver training program at least once every six years pursuant to paragraph (A)(2) of rule 33018310 of the Administrative Code.
- Newly assigned Administrators are required to complete the classroom portion of the Ohio preservice driver training program within one year of their appointment to the position and are encouraged to obtain training or assistance from another knowledgeable source within thirty days of their appointment.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Logistics, Transportation Management or a related field or equivalent experience/knowledge.
- Seven (7) or more years of related pupil transportation experience including supervisory responsibilities. Public school or university setting experience is preferred.

PREFERRED QUALIFICATIONS

- Strong knowledge of principles and techniques of student transportation.
- Strong knowledge of Federal, State and local transportation laws and regulations.

- Strong knowledge of CDL compliance and requirements.
- Strong knowledge of labor law and negotiating techniques.
- Demonstrated supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Demonstrated ability to handle problem situations in a tactful, courteous and respectful manner.
- Interpersonal skills necessary to effectively communicate with District administrators, staff, parents and the general public.
- Maintain collaborative relationships with internal, cross functional partners.
- Analytical ability to investigate matters of concern and develop plans of action to address the issue and minimize the chance for reoccurrence.
- Written and computer skills necessary to maintain various departmental records, documents and reports.
- Strong written and verbal communication skills, including effective presentation skills
- Mathematical aptitude necessary to develop an annual budget and monitor expenditures.
- Demonstrated ability to effectively serve as a leader and member of a team.
- Proven skills in managing daily operational priorities simultaneously.
- Ability to organize, develop and lead a large, diverse staff.
- Ability to manage computerized student transportation routing.
- Ability to work in a fast paced environment with attention to detail.
- Ability to perform, use and present qualitative analysis in the evaluation and recommendation of complex operational

TEST/JOB CONTACT INFORMATION:

This job posting is for an Administrator/Contract Employee position. The hiring manager will conduct a review of the applications received to determine who to interview. Please be sure that you have attached digital copies of the following required documents along with any other documentation verifying your qualifications for this job:

1. Resume
2. Three (3) professional references
3. Degree(s) and/or official transcript(s) if applicable

Prior to submitting, please verify that your profile, including both education and work experience, is accurate and up to date.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. Columbus City Schools (CCS) is an equal opportunity employer and does not discriminate against individuals regardless of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its educational programs, activities, and employment policies. CCS fully supports the hiring and employment of individuals with physical or mental disabilities who meet the job qualifications, so long as the individuals are able to perform the essential duties of the position with or without reasonable accommodation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ccssoh.us/>

Position #20-2111-A1
 DIRECTOR, TRANSPORTATION AND FLEET SERVICES
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270 E. State Street
 Columbus, OH 43215
 614-365-5000

DIRECTOR, TRANSPORTATION AND FLEET SERVICES Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in Business Administration, Logistics, Transportation Management or a related field?
 - Yes
 - No
- * 2. Do you have at least 7 years of related pupil transportation experience including supervisory responsibilities?
 - Yes
 - No
- * 3. Do you have at least 3 years of college and 8 years of related pupil transportation experience including supervisory responsibilities?
 - Yes
 - No
- * 4. Do you have at least 2 years of college and 9 years of related pupil transportation experience including supervisory responsibilities?
 - Yes
- * 5. Do you have at least 1 year of college and 10 years of related pupil transportation experience including supervisory responsibilities?
 - Yes
 - No
- * 6. Do you have at least 11 years of related pupil transportation experience including supervisory responsibilities?
 - Yes
 - No
- * Required Question