

SYLVANIA SCHOOLS

REV: 2/28/2024

BUILDING: Transportation
POSITION: Assistant Director of Transportation
REPORTS TO: Director of Transportation
TYPE: Administrative

Salary Range: \$50,000-\$60,000

Contract: 228 days

PURPOSE OF POSITION

Assists the Director of Transportation to ensure legally sound and effective management practices. Assists with the routing of pupil transportation district-wide. Assists with the schedule of bus drivers, aides, routes and vehicles to ensure safe, efficient and economical transportation services. Complies with all rules and regulations of the State of Ohio, Ohio Department of Education, and Board of Education. The Assistant Transportation Director is responsible for assisting with the daily operations of the transportation department, including but not limited to district motor pool, to assure safe and efficient pupil transportation, vehicle maintenance, vehicle acquisition, routing, scheduling, and fiscal responsibilities in support of the school district's instructional and activity programs for students. This position requires strong proven abilities in organizations, leadership and human relationships.

POSITION RESPONSIBILITIES

1. Assist in the supervision and coordination of all school bus operations, personnel and all transportation services.
2. Assist with staff development, meetings, and training of all employees.
3. Perform personnel functions, such as interviewing, counseling, and directing, for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving department goals within budget.
4. Assist with the supervision and evaluation of staff and makes recommendations relative to the assignment, retention, discipline, and dismissal.

5. Keep the Director informed of the employment status of personnel and operations situations.
6. Assist in planning of appropriate staff levels supporting optimal bus operations.
7. Assist in managing student transportation eligibility process.
8. Assist in the preparation, collection, completion and submission of state reports, capturing data to ensure accurate funding from the state and/or district, or department.
9. Implement federal and state laws, State Board of Education rules, and Board policy.
10. Promote a positive image that supports the mission of the school district, and serve as a liaison in maintaining good rapport with students, parents, campuses, and community to optimize services and resolve conflicts.
11. Respond to and resolve difficult/sensitive parent and citizen inquiries and complaints.
12. Respond to after-hours emergency calls as needed.
13. Monitor the effectiveness of bus driver behavior regarding student discipline.
14. Assist the director with assignment of bus drivers, bus routes, vehicles, and substitutes for mornings and afternoon shifts, field trips, and extracurricular activities.
15. Monitor workload and departmental cost to ensure the efficiency of operations to include the management of overtime, extended duty, and other operational expenses.
16. Monitor the day-to-day business of the transportation department and advise the Director of developments and situations that impact effective department operations.
17. Serve in various leadership capacities as needed or assigned.
18. Participates in professional growth activities in the transportation field. Attends meetings and in-services as required.
19. Maintains respect at all times for confidential information, e.g., student/staff information.
20. Promote good public relations by personal appearance, attitude and conversation. Make contact with the public with tact and diplomacy. Interact in a positive manner with staff, students and parents.
21. Working knowledge of field trip assignments and distribution.
22. Assist with route data, directions, student lists, and designated place of safety for students has been properly compiled and entered in the transportation software routing system.
23. Assist in compiling and assigning bus routes.
24. Assist and monitor department timesheets and Red Rover payroll configuration.
25. Assist with requisitions/purchase orders in regards to preparation and submission to the Treasurer's office.
26. Assist and help to develop student activities in regards to bus safety. Assist the Director of Transportation with the development of consistent procedures regarding student discipline on the buses.
27. Assist the Director of Transportation in the daily monitoring of road conditions, e.g., checking road conditions; notification of TV; radio regarding delays and/or cancellations; notification of department staff.
28. Fill in for the Director of Transportation in his/her absence.

29. Respond to transportation emergencies at any hour as requested by the Director of Transportation.
30. Performs other specific job-related duties as directed.

SKILLS AND ABILITIES

1. Complete knowledge of mass transportation.
2. Knowledge and experience with transportation routing software.
3. Exemplifies responsible leadership, organizational, and technical problem solving skills. Ability to be cooperative and work well with others.
4. Familiarity with current transportation issues as it pertains to school applications.
5. Ability to interpret school transportation in relation to the educational programs.
6. Basic knowledge of mechanics of the bus fleet; parts; supplies and general maintenance.
7. Satisfactory driving record from BMV.

EDUCATION AND EXPERIENCE

1. High School diploma or equivalent minimally, Associate or Bachelor's Degree preferred.
2. Prefer three (3) years successful management experience in a public or private mass transportation operation.
3. Management training skills and supervisory experience are desirable.
4. Experience with transportation routing software or similar skill level.
5. Commercial Drivers License (CDL) with Bus Driver endorsement within six (6) months of hire.
6. Satisfactory driving record from BMV.

ADDITIONAL WORKING CONDITIONS

1. Exposure to blood, bodily fluids and tissue.
2. Interaction among unruly adults/children
3. Operation of a vehicle in inclement weather conditions.
4. Repetitive hand motion, e.g. computer keyboard, typing, calculator, writing.
5. Requirement to travel, both daily and overnight.
6. Weekend/evening/summer work.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date