

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: ASSISTANT DIRECTOR, VEHICLE MAINTENANCE & ROUTE OPERATIONS**

#### **TRANSPORTATION DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Assists the Director of Transportation to guide, administer and manage the Vehicle Maintenance and traditional Route Operations aspects of student transportation. Assists in leading the 800+ member Transportation Department in providing school bus and activity bus support to school sites; interpreting and recommending local options to applicable state statutes, state administrative codes and NC State Board of Education policy. Assists in providing general leadership, guidance and detailed supporting written operating procedures to supervisors who make the key daily decisions related to school bus routes, school bus safety, school and activity bus driver training, time card documentation, personnel counseling and evaluation. Gathers all pertinent operational and financial data to document department consumption of resources and justify budget requests. Acts in conjunction with the Assistant Director of Support Services and Route Operations on behalf of the Director of Transportation in the incumbent's absence. The universal nature of job tasks requires a solid working knowledge of most aspects of school bus transportation department responsibilities and governing regulations. Reports to the Director of Transportation.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES** **ESSENTIAL JOB FUNCTIONS**

Maintains a dynamic and effective safety mindset among department employees, school staff, students and the motoring public.

Ensures that over 440 vehicles, which transport approximately 38,000 passengers daily, are maintained and operated in a safe manner.

Resolves complaints from employees, school principals, parents and the public at large. Accomplishes no-notice quality control inspections of all vehicle maintenance and bus operations and reports to the director the status of department compliance with federal law, NC General Statutes, NC Administrative Code and department operating instructions

Supervises the Vehicle Maintenance Supervisor, responsible for all aspects of the Vehicle Maintenance section.

Makes frequent spot checks of transportation operational areas to ensure compliance with local, state, and federal regulations and guidelines.

Analyzes school bus routes, vehicle maintenance reports and other department Management Information System (MIS) indicators to detect compliance and recommend correction procedures for deficiencies or irregularities.

## **ASSISTANT DIRECTOR, VEHICLE MAINTENANCE AND ROUTE OPERATIONS**

Monitors all aspects of the vehicle maintenance program to ensure proper care and maintenance of school buses, activity buses and staff vehicles.

Monitors aspects in the vehicle maintenance section regarding quality control, staff development, inventory control, loss prevention, and monthly commodities reports and provides data and analysis to the Director.

Annually reviews the vehicle maintenance inventory process to ensure proper care and organization of the parts supply division.

Assists with the development of bus safety training programs for students.

Assists the director in reviewing driver candidate applications and their NCDMV records and makes appropriate employment recommendations to the Human Resources Dept.

Responds to vehicle accidents and incidents or other student emergencies involving school bus, staff vehicles and contract carrier vehicles and assists in the investigation and reporting.

Conducts a pre-employment review with newly approved bus drivers at the time of zone assignment. Outlines state/LEA/departmental policies and presents and discusses the Personnel and School Bus Drivers Handbooks.

Assists the Director with the review and makes recommendations regarding funding allocations for each budget line item.

Oversees the compilation and preparation of various departmental reports for submission to the LEA, the State and other agencies as required.

Oversees the compilation and preparation of department analysis for internal use and/or presentation to the Superintendent and the Board of Education.

Performs random monthly inspections of school-based bus operations to ensure proper care, operations and cleanliness of buses, proper completion of NC General Statute mandated school bus inspections by bus drivers, currency of printed bus routes and compliance with all safety aspects of bus operations.

Writes, updates, and assists with monitoring department operating instructions.

Attends meetings, conferences and workshops regarding new technology, equipment and professional development.

Assists in assessing road and weather conditions and makes a recommendation for school closings/delays/early dismissal.

## **ASSISTANT DIRECTOR, VEHICLE MAINTENANCE AND ROUTE OPERATIONS**

Provides direct supervision to seven Zone Transportation Supervisors, the Central Routing Specialist, Zone Routing Specialists and 550+ traditional school bus drivers, standby bus drivers and substitute bus drivers to ensure safe, sensitive and efficient transportation is provided to all students.

Conducts on-scene observation of daily school bus operations to ensure safety of students and staff and compliance with federal, state and LEA requirements.

Represents the Transportation Department on various project teams and committees as assigned.

Supervises the vehicle maintenance program to ensure compliance with state law and local policy.

Supervises the preparation, coordination and publication of updated school bus schedules for traditional and high school option students. Ensures principals, parents and bus drivers are advised of initial plan and any changes thereto.

Supervises the after school Control Center call-in operation to record bus run completion times, receive and dispatch bus maintenance technicians to repair buses in the evening, and to serve as a call-in point for parents to search for children who have not yet arrived home from school.

Supervises the preparation and submission of payroll documentation to the Finance Department to ensure only Human Resource approved employees operate school buses (tort liability implications) and ensures accuracy of individual employee time accounting.

Investigates complaints against assigned personnel and makes recommendations to the Director regarding resolution.

Receives, reviews, and resolves parent complaints/concerns regarding bus stops, runs, and schedule problems for school buses.

Conducts Vehicle Maintenance and Route Operations staff meetings to ensure proper communication and coordination of the school bus transportation plan and current projects for that section of the transportation department.

Plans and arranges for professional staff development for staff, including vehicle maintenance safety oriented programs.

Ensures that an adequately trained cadre of drivers are available and properly distributed county-wide to transport students to and from school.

Ensures that annual orientation and continued on-the-job training are provided to school bus drivers and members of the vehicle maintenance staff.

Ensures that cultural diversity, conflict resolution and sensitivity training are provided on a recurring annual basis to school bus drivers and vehicle maintenance personnel.

## **ASSISTANT DIRECTOR, VEHICLE MAINTENANCE AND ROUTE OPERATIONS**

Supervises the selection, promotion and placement of new and reassigned employees. In the interest of equal employment opportunity, conducts a central promotion board for school bus drivers.

Evaluates, approves and documents annual performance ratings for appropriate Vehicle Maintenance and Route Operations.

Coordinates bus operations with the Vehicle Maintenance Supervisor to assure proper care, preventive maintenance, repair and refueling schedules are developed for buses serving GCS students.

Collects necessary data, including student count, driver hours, driver mileage, and costs and prepares required Transportation Operations reports to the director for submission to the LEA and state.

Establishes annual goals for the section. Provides the leadership and motivation and assists staff to develop plans to achieve goals. Ensures LEA goals and objectives are understood and actions to achieve those goals implemented by the staff.

Assists in the annual update and publication of the Handbook for the School Bus Driver and the Safety Assistant and ensures a copy is distributed to each school bus driver and safety assistant.

Convenes selected zone supervisors to review school bus accidents in which the school bus driver is determined to be at fault. Recommends appropriate disciplinary action when appropriate.

Compiles and prepares various departmental reports for submission to the LEA, the State and other agencies as required.

Analyzes school bus routes, and vehicle maintenance reports to detect and correct deficiencies, inefficiencies or irregularities.

Assists with conducting annual surveys to determine the degree of customer satisfaction obtained by school bus transportation services and provides results of surveys to the Board of Education.

Collects and analyzes transportation management information data to detect trends and to recommend and enact corrective measures.

Manages the school year activity bus utilization program for the LEA which includes the activity of the bus scheduling system, the issue and inspection procedure, and the reimbursement procedure.

## **ASSISTANT DIRECTOR, VEHICLE MAINTENANCE AND ROUTE OPERATIONS**

### **ADDITIONAL JOB FUNCTIONS**

Coordinates with Facilities and Maintenance, the location of new school construction to ensure transportation concerns and needs are met.

Reviews the mileage and overall mechanic condition of appropriate transportation department staff vehicles and locally owned activity buses, and makes recommendations to the director for replacement.

Must be available by telephone or radio communication during bus operation hours to respond to emergencies, bus accidents and less critical problems.

Presents a positive public image to the community.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in transportation management or business administration or a related field with 10 to 15 years of training or experience in management, transportation supervision, routing, budgeting, and computers preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must have an extensive working knowledge of federal, state and local guidelines and requirements involving the transportation of students.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

## **ASSISTANT DIRECTOR, VEHICLE MAINTENANCE AND ROUTE OPERATIONS**

**Language Ability:** Requires the ability to read a variety of correspondence, reports, manuals, professional journals, technical procedures, forms, charts, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, personnel and governmental terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply principles of statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principals, practices, and applications of budgeting and accounting.

Considerable knowledge of proper purchasing procedures as established by the State of North Carolina and GCS.

## **ASSISTANT DIRECTOR, VEHICLE MAINTENANCE AND ROUTE OPERATIONS**

Considerable knowledge of the principals and practices of transportation management.

Considerable knowledge of federal, state and local laws, rules and regulations governing transportation operations.

Considerable knowledge of organization, functions and programs of the Transportation Department.

Considerable knowledge of the current literature, trends, and developments in the field of transportation management.

Working knowledge of the Transportation Information Management System (TIMS).

Ability to use common office machines.

Working knowledge of popular computer-driven word processing, spreadsheet, file maintenance and graphic programs.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.

Ability to exercise tact and courtesy in frequent contact with employees, agency representatives, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.