

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: EXECUTIVE DIRECTOR - TRANSPORTATION OPERATIONS DIVISION**

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

Board of Education and Superintendent's designee to act in their/his/her name to guide, administer and manage all aspects of the student transportation program. With limited supervision, leads the 850-member Transportation Department providing school bus, activity bus and contract transportation support to 113 school sites. Manages an efficient and effective vehicle maintenance program providing mechanical and refueling support to a fleet of 1150 vehicles. Interprets and recommends local options to applicable state statutes, state administrative code and NC State Board of Education policy. Provides general leadership guidance and detailed supporting written operating procedures to supervisors to make the key daily site-based decisions related to school bus routes, school bus and contract vehicle safety, school and activity bus driver training, time card documentation, personnel counseling and evaluation and reimbursement for selected department services. Recruits and trains school bus drivers, safety assistants and mechanics. Gathers all pertinent operational, vehicle maintenance and financial data, compiles and submits state and local reports used to document department consumption of resources and justify budget requests. Oversees the management of the LEA data bank utilized by the NC Department of Public Instruction (NCDPI) to compute the maximum funding allowed under the NC State Legislature mandated Transportation Efficiency Funding Formula. Balances available human and financial resources with academic program requirements to ensure maximum student educational goals are met. Provides, as needed, special transportation capabilities to exceptional children. Resolves complaints from employees, school principals, parents and the public at large. Coordinates the GCS random drug-testing program for all category A employees. Implements procedures to safeguard transportation equipment. Reports to the Chief Operations Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Responsible to formulate and issue the guidance and criteria to the 850 department employees so that 782 vehicles, which transport 73,000 student passengers daily, are maintained and operated in a safe manner.

Maintain a dynamic and effective safety mindset amongst department employees, school and central staff and students.

Responsible to plan school bus support for all programs including in-district schools, magnet schools, option and choice schools, middle college high school and early college programs.

Responsible to provide school bus support to the qualifying homeless under the McKinney Vento Act.

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Responsible to plan for mid-day transportation between high schools and other educational programs.

Acts as the Board of Education's designee to approve school bus travel on and extends State of North Carolina tort liability coverage to those yellow school buses traveling on non-state maintained and privately-owned roads.

Acts as the Superintendent's designee to make day-to-day decisions relative to the provision of school bus, contract and activity bus transportation; while preparing, publishing and implementing school bus and contract vehicle routes; when investigating school vehicle related accidents; while ensuring proper school vehicle driver pre- and post-trip safety inspections; and when responding to public comments, suggestions and complaints regarding any aspect of school system provided transportation.

Develops and implements initial and refresher safety training programs for department employees which focus on and incorporate OSHA requirements; exceptional children needs as directed by federal, state and local regulations while being transported on system vehicles; safe and defensive driver training techniques for all school bus and school system activity bus drivers; and any other special safety training tailored to meet the needs of department employees such as HAZMAT or HAZCOM. Other training includes student social emotional care and diversity training.

Coordinates with principals, bus supervisors and the school system resources coordinator to achieve safe loading and unloading zones for school buses and safe vehicular and pedestrian traffic movement while on school campuses.

Coordinates with the school system facilities and planning department in the development of new schools to locate safe and efficient school bus loading/unloading zones.

Acts as the Executive Director, Human Resources project officer to establish and maintain the program for pre-employment, post-accident and random drug and alcohol screening for all GCS category A employees.

Assists principals in securing training materials and providing school bus safety instruction for students. Sponsors "Gus the Bus" and "Buster" the talking school buses safety program for grades K-1.

Orchestrates the accurate collection and submission of data to NCDPI to ensure maximum state funding is received each year. Requires a thorough, detailed working knowledge of the NC General Assembly directed Transportation Efficiency Funding Formula.

Allocates and approves the consumption of state and local funds allocated to provide school bus transportation and related services.

Annually, reports LEA fund expenditure information, student rider information, contract transportation rider information, driver hour and mileage information and other pertinent data from the Transportation Information Management System to NCDPI Transportation Section Chief.

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In accordance with state and local regulations, plans and administers an efficient vehicle maintenance program which ensures school buses, activity buses and other system-owned vehicles are mechanically safe and sound to operate.

Coordinates the employment, supervision, training, counseling of and establishes evaluation standards for all Transportation Department personnel.

Establish and pursue a staff development program designed to maintain mechanic currency, foster employee professional growth and instill a bus driver safety paradigm.

Establishes and implements procedures for safeguarding transportation equipment.

Manages the school bus acquisition program balancing seat requirements and type of vehicle to student population distribution.

Manages all aspects of the activity bus program to include acquisition, allocation, utilization, reimbursement for use and a scheduled maintenance repair schedule.

Establishes/reviews and implements best practice procedures to procure, account for, control, safeguard and dispense an inventory of over \$850,000 in spare parts, tires, and fuel.

Responsible for the department compliance with Occupational Safety and Health Act (OSHA) regulations.

Responsible to maintain records and reports for workers compensation and injuries. Ensure employees have access to answers to their questions regarding insurance, retirement and other benefits.

Coordinates with other lateral staff, principals and Chief Officers the planning of the school instructional day, school bus routes and the dissemination of bus route information.

Coordinates the recruitment, application processing, selection, training, certification, employment, supervision, counseling, evaluation, and dismissal of school bus drivers.

Investigates and reports accidents involving transportation vehicles and coordinates accident claims with the Attorney General's office.

Coordinates with various state and federal regulatory agencies the filing of required reports on storm water runoff, regulated underground storage tanks, oil-water separator tests, scrap tire certification records, and the monitoring of hazardous chemicals used or discharged by the Transportation Department.

Coordinates with the Division of Motor Vehicles the filing of records and reports on NC Motor Vehicle Safety and Emissions inspections performed by the Transportation Department personnel.

Communicates with television, radio and newspaper media regarding transportation issues, news,

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and the dissemination of school bus route information. Additionally, provides periodic safety reminders and pertinent information relative to laws which govern school bus operations to the motoring public.

Coordinates the maintenance (includes data and process) of the Transportation Information Management System (TIMS) computerized routing records and program with the NCDPI and the Institute for Transportation Research and Education.

Communicates road and street maintenance and signage needs to the State Highway Department, county and city street departments.

Communicates with the School System Resource Coordinator, the NC Highway Patrol, city police and Sheriff's Dept. to assure enforcement of traffic laws related to school bus transportation and school zones. Key planning member of the LEA Operation Stop Arm committee.

Monitors weather and road conditions. Activates, whenever required, the administrative team which travels on county roads and makes the recommendation directly to the Chief Operations Officer for closing, delay or normal opening as appropriate.

Represents the school system at state, regional and national meetings related to school bus transportation issues.

A member of the North Carolina Association of School Administrators Transportation Advisory Committee which advises NCDPI Transportation Services Chief on school bus operations and related school bus transportation matters.

Advises all staff members, principals, central staff members and senior school staff of laws and regulations pertaining to the operation of public-school buses, activity buses and other vehicular transportation in support of students.

Approves all school bus driver certifications in Guilford County and maintains records of Commercial Drivers' License and School Bus Driver Certification for all bus drivers and mechanics.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in transportation management or business administration with 10 to 15 years of training or experience in management, transportation supervision, routing, budgeting and computers; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

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

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment, including computers, VCR equipment, two-way radios, weather radios, emergency scanners, calculators, a facsimile machine, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to 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 assignments and/or directions to subordinates and assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, budget summaries, audits, budget work sheets, financial statements, journals, purchase orders, etc. Requires the ability to prepare correspondence, reports, financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, assessed valuation projections, tax rate projections, fund balance projections, revenue and expense reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able 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; 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 use and interpret various technical and professional languages, including legal and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to understand and apply the theories of algebra 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 automated office equipment.

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**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. 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/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

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

Thorough knowledge of the principles and practices for administering a School System Transportation Department.

Thorough knowledge of federal, State and County laws and policies concerning school transportation operations, maintenance and safety.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Thorough knowledge of procedures for reporting accidents with the Attorney General's office.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to operate standard office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of departmental records and reports.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to implement and maintain the TIMS computerized routing system.

Ability to plan, direct and coordinate the work of a technical and professional staff.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

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Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before the media and other groups of people.

Ability to exercise tact and courtesy in frequent contact with various State and School System personnel.

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.