

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### DIRECTOR-TRANSPORTATION

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#### **DEFINITION:**

Under the direction of the Business Administrator, plan, organize, control and direct day-to-day operations of the Transportation Department; train, supervise, and evaluate performance of assigned personnel; ensure efficient operation of transportation services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate student transportation activities with school officials, department heads and other interested groups to ensure District transportation needs are met within established timeframes.
- Plan, organize, control and direct day-to-day operations of Transportation Department to ensure efficiency and effectiveness of transportation services.
- Conduct accident, incident and complaint investigations; review events and prepare and submit reports to comply with legal and district requirements; recommend or implement proper course of action to resolve any issues.
- Facilitate department meetings, in-service and behind-the-wheel instruction to identify issues, develop recommendations and support other staff; serve as a District representative in accordance with Utah State Office of School Bus Standards and Operations.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Transportation Department regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop, prepare and monitor an annual budget for the Transportation Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.
- Perform bus driver duties as needed.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Bachelor's degree in related field and five (5) years of increasingly responsible experience in the administration of a transportation program.

##### Licenses and other Requirements:

- Valid Utah State Class B Commercial Driver's License; School, Passenger and Air Brake Endorsements.
- Pass Alcohol and Drug Test and Physical Assessment.
- Criminal Justice Fingerprint and Background Check Clearance.

Knowledge of:

- Planning, organization and direction of transportation services.
- Methods and equipment used in the repair of school buses.
- Methods and procedures of coordinating bus routes and assigning schedules.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, control and direct the activities and operations of the Transportation Department.
- Coordinate, implement and maintain bus routes and schedules.
- Supervise the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Emergency call-out.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Exempt**

**Director**