

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

**DIRECTOR / ADMINISTRATOR / MANAGER OF TRANSPORTATION*
and SCHOOL SAFETY SPECIALIST**

*Job Title designation will be determined by the Superintendent based on possible additional job responsibilities assigned.

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution. Director title requires Educational Leadership Certification
- (2) Minimum of five years of experience in education or transportation, to include three years in a supervisory or administrative capacity.
- (3) Possess a Commercial Driver's License.
- (4) Experience as a principal of assistant principal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state law as it pertains to school transportation, traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and schedule a District-wide bus routing program. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finances and departmental budgets. Ability to manage supervisory and technical personnel. Knowledge of safety standards for vehicles and transportation and inspection requirements. Ability to utilize technology to enhance management of the department. Ability to plan, manage and supervise personnel. Knowledge of the operation of public schools. Ability to communicate effectively with principals and other school employees. Knowledge of Florida Law concerning school safety. Ability to serve as a liaison between the Jackson County School Board and the P.A.E.C. Risk Manager and the FL Department of Education Office of Safe Schools.

REPORTS TO:

Superintendent

JOB GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the District. Serve as the district's primary point of public contact regarding coordination, communication, and implementation of policies, procedures, responsibilities, and reporting related to public school safety functions.

SUPERVISES:

Mechanics
Bus Drivers/Monitors

**Board Approved December 14, 1999
Amendments Board Approved April 15, 2003; March 20, 2012; May 15, 2018**

DIRECTOR OF TRANSPORTATION (Continued)
Other Assigned support personnel

PERFORMANCE RESPONSIBILITIES

- (1) Develop and administer a District-wide transportation program, including program planning, implementation and evaluation to meet all requirements of the daily instructional program and extracurricular activities.
- (2) Direct the inspection, maintenance and repair of school buses and other vehicles owned by the District.
- (3) Oversee repair work on buses and vehicles.
- (4) Oversee the purchase and inventory of parts, fuels and supplies.
- (5) Develop and oversee a bus routing system.
- (6) Consider and recommend special transportation services.
- (7) Administer the department's approved budget.
- (8) Oversee the scheduling and driver assignments of special trips.
- (9) Inspect and monitor conditions at bus stops and school loading zones.
- (10) Confer regularly with principals and District-level administrators on the adequacy of services, safety, and school bus discipline
- (11) Investigate requests and complaints relating to transportation and respond or make recommendations to the school principal, Assistant Superintendent, or Superintendent.
- (12) Project needs for replacement or additional buses.
- (13) Maintain or direct the maintenance of records relating to maintenance and repair of buses.
- (14) Prepare Florida Education Finance Program (FEFP) transportation reports.
- (15) Direct or conduct periodic studies for the purpose of improving the delivery of transportation services.
- (16) Assist in the determination of locations for instructional programs at school centers.
- (17) Oversee the development of bus driver training programs.
- (18) Assist in the development of administrative guidelines for transportation services.
- (19) Assist in the development of policies for transportation services.
- (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (21) Prepare all required reports and maintain all appropriate records.
- (22) Assist in the preparation of the budget for transportation, including bus replacements.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- (24) Other duties assigned by the immediate administrator or supervisor.
- (25) Promote and support a safe learning environment by coordinating the safe school initiatives as mandated by the Marjorie Stoneman Douglas High School Public Safety Act and ensure all mandated requirements by the Office of Safe Schools within the FL Dept. of Education are implemented and followed as defined.
- (26) Coordinate security risk assessments and the self-assessment for each school campus, in consultation with local law enforcement, using a format prescribed by FLDOE, which may include the Florida Safe Schools Assessment Tool (FSSAT).
- (27) Coordinate and plan with law enforcement to provide active shooter training for all schools as required
- (28) Coordinate safety program with PAEC staff, other governmental agencies, and public and private health and safety organizations.
- (29) Attend, periodically, school and/or departmental staff meetings to promote maximum understanding of the safety plan objectives.

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DIRECTOR OF TRANSPORTATION (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan:

Manager - pay grade 19-25 on the Other District Support Staff salary schedule

Administrator – pay grade 6-9 on the Administrative Staff salary schedule

Director - pay grade 12-15 on the Administrative Staff salary schedule

12 months

7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.