

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Manager of Transportation  
**Job Family:** Transportation Services  
**Department:** Transportation  
**Typical Work Year:** 12 months

**Pay Grade:** Managerial/Technical  
**FLSA Status:** Exempt  
**Prepared Date:** September 23, 2014

**SUMMARY:** Provide supervision and support to transportation employees performing daily activities of the Transportation Department in line with departmental goals, practices, and procedures. Specific duties include assisting in supervising the operations department, evaluating and coaching bus drivers and assistants; resolving student, school, parent and community concerns related to safe and efficient student transportation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES :** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Respond, act, and implement internal and external communication processes for the achievement of customer satisfaction. Respond to customer inquiries, determine action required and implement appropriate action.
- Assist in recruiting, training, and supervising bus drivers and bus monitors and make recommendations related to employment, transfer, promotion, and termination.
- Assist in recruiting, training, and supervising mechanics and make recommendations related to employment, transfer, promotions, and termination.
- Assist in recruiting, training, and supervising driver trainer and transportation office staff and make recommendations related to employment, transfer, promotion, and termination.
- Monitor district bus routes/stops that provide safe and efficient transportation of students. Establish driver schedules and assign routes.
- Research school times, boundaries, walk distances, services, and costs. Research transportation scheduling methods, including route development to conform with state, federal, and district regulations.
- Coordinate the non-routine use of buses (field trips, athletic events, etc.). Ensure equitable distribution of additional assignments.
- Communicate with the Student Services Department to provide reasonable, safe and prudent transportation services in compliance with the Individuals with Disability Act (IDEA) and Free and Appropriate Education (FAPE).
- Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventative safety.
- Review and monitor all aspects of district transportation services for the purpose of ensuring all transportation activities are completed efficiently and within regulatory requirements.
- Monitor the vehicle preventative maintenance programs and activities for the purposes of ensuring vehicles are maintained in a safe and effective operating condition.
- Respond to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
- Assist with gathering information in investigations of school bus accidents and student safety violations.
- Monitor equipment to ensure fleet effectiveness. Prepare specifications for purchase or sale.
- Ensure transportation rosters are up-to-date (bus identification, student names, grade levels, building assignment, pick up and drop off points, etc.)

- Maintain records of driver time, mileage, and equipment use and ensure compliance with state and federal regulations.
- Assist to verify time and attendance sheets for accuracy and provide necessary data to process payroll.
- Assist in preparation, processing, and maintaining all documents required to verify safety certification and alcohol and drug testing of bus drivers.
- Perform other duties as assigned.

**EDUCATION AND TRAINING** High school diploma or equivalent. High school diploma or equivalent with two years specialized course work in one or more of the following fields of study: Education, Business Administration, Management, Transportation or related field.

**EXPERIENCE** Minimum of three years experience in transportation; experience in student transportation preferred. Experience with and knowledge of bus driving, fleet maintenance, and special needs equipment.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Commercial driver's license (CDL) with Class B and P2S endorsement.
- CPR and First Aid certifications required within 90 days after hire.
- Successful completion of District's School Bus Driver Training Program required for hire.
- Must pass annual written test.
- Must pass annual driving performance test.
- Must pass DOT physical.
- Must have a record of safe driving per motor vehicle record check.
- Must pass drug/alcohol screen per Board Policy

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to communicate effectively (verbally and in writing) in English.
- Knowledge of state and federal rules and regulations regarding commercial drivers, school bus transportation, vehicle safety standards, transporting students with disabilities, and drug and alcohol testing
- Knowledge of city and county road networks and location of schools in the district.
- Ability to maintain confidentiality in all aspects of the job.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain accurate logs of daily events, bus assignments, route coverage, activity coverage, etc.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of school buses and pool vehicles
- Operating knowledge of basic maintenance and emergency equipment including radio, tire chains, flare, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Coordinator of Transportation

**Direct Reports:** Transportation Staff

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Responsible for assisting the Coordinator of Transportation in the development and implementation of the Transportation Department budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	