

**DeKalb County School District
Position Specification**

Title: **Director, Student Transportation**

DIVISION: Operations	GRADE/SCHEDULE: 132
DEPARTMENT: Transportation	WORKDAYS: 246
REPORTS TO: Chief Operating Officer	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HR): August 1, 2022

GENERAL STATEMENT OF JOB

Under limited supervision, oversee, directs, plans, develops, implements, and monitors the effective and efficient management of bus driver operations for the DeKalb County School District. The Director of Transportation supervises bus managers, oversees bus driver schedules and responsibilities, plans transportation routes, safety & training, dispatch, routing field trips, payroll, coordinates with the planning department on enrollment forecasting and route planning, and creates required state and local reports.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

<ul style="list-style-type: none"> Oversees the overall Transportation Operations Department ensuring safe, effective, and efficient student transportation services
<ul style="list-style-type: none"> Oversees hiring, training, and evaluating bus drivers and associated personnel. Coordinates for substitute drivers, field trip drivers, and extracurricular trip drivers
<ul style="list-style-type: none"> Oversees the overall routing process for all schools and programs. Makes recommendations for route changes when necessary
<ul style="list-style-type: none"> Ensures drivers receive up-to-date driver requirement information and, where appropriate, driver safety and vehicle operation training
<ul style="list-style-type: none"> Provides communications and customer service support. Resolves complaints or requests for assistance. Promotes community information about bus operations in all forms of news media
<ul style="list-style-type: none"> Coordinates with the planning office to ensure deliberate and detailed analysis of enrollment forecasting and route planning to meet changing district requirements; ensure mapping and precise locations for pick-up/drop-off sites
<ul style="list-style-type: none"> Provides effective external communications and consistent customer service; leads and/or attends project meetings, citizens' information meetings, and other meetings as necessary to identify and resolve planning and transportation issues
<ul style="list-style-type: none"> Maintains internal controls for accountability and performance consistent with the school system and division goals, objectives, and standards; prepares and provides annual reports
<ul style="list-style-type: none"> Directs the Pupil Transportation operations and the implementation of new programs and/or processes, technical requirements of the transportation department, etc.) to provide services within established timeframes and in compliance with related requirements

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<ul style="list-style-type: none"> • Develops, monitors, and maintains budget allocations, expenditures, fund balances, etc., to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
<ul style="list-style-type: none"> • Coordinates, monitors, and assesses Special Needs transportation operations to ensure state and federal compliance
<ul style="list-style-type: none"> • Coordinates student transportation activities with school officials, department heads, and other interested groups or individuals to ensure that district pupil transportation needs are met
<ul style="list-style-type: none"> • Directs accident investigations (reviews events, prepares and submits accident reports, etc.) to comply with legal requirements and insurance carrier procedures
<ul style="list-style-type: none"> • Provides job-related training requirements and opportunities for drivers, bus monitors, and administrative staff, to ensure their job success and compliance with legal mandates
<ul style="list-style-type: none"> • Supervises the preparation of a wide variety of materials (maps, transportation budget input, route report, state reporting, etc.) to document activities and issues, meet compliance requirements, provide audit references, and/or provide supporting materials for requested actions
<ul style="list-style-type: none"> • Monitors and assesses bus routes, bus schedules, new equipment/materials, bus policies, dispatch, customer service, and field trip & payroll departments to ensure program compliance with established requirements, secure general information, and/or responding to requests
<ul style="list-style-type: none"> • Collaborates with internal and external personnel (other administrators, auditors, public agencies, community members, etc.) to implement and/or maintain services and programs
<ul style="list-style-type: none"> • Compiles data from a wide variety of sources (investigating complaints, transportation budget/expenditures, payroll, etc.) to analyze issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
<ul style="list-style-type: none"> • Monitors and assesses incidents, complaints, and/or accidents to reach and/or recommend a resolution
<ul style="list-style-type: none"> • Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Logistics, Transportation, Business, Public Administration or closely related field from Georgia Professional Standards Commission approved accredited college or university required. Master's degree preferred.
- Minimum five (5) years of management level work experience in contract management, facilities management, real asset/real estate management, or closely related experience required. General knowledge of K-12 schools' operations, preferred.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or meet the eligibility requirement for a Support Personnel License from the Georgia Professional Standards Commission.
- Valid Georgia, commercial driver's license (CDL) preferred. Certificate as a certified director of pupil transportation (CDPT) preferred.

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KNOWLEDGE, SKILLS & ABILITIES

Knowledge of organizational and department planning procedures relating to control of planned activities, budgeting and spending, labor issues and efficiencies, operating policies, manpower, and facilities requirement forecasting, all relevant available public and private resources and services; school system organizational structure and departments within the Mountain Industrial operations; problem-solving and conflict management; county policies, procedures, and standard operating procedures.

Skill in oral, written, and interpersonal communication, coordinating and collaborating with federal, state, regional, and local organizations, and departments to establish and execute responsibilities, administration and management skills gained through increasingly responsible management positions, recruiting, training, and motivating employees, working with diverse groups, the use of email, internet, and Microsoft suite to create presentations and tracking spreadsheets and making large and small group presentations.

Ability to direct and administer the programs and services of a non-profit educational and/or service organization, obtain and manage external grants and contracts, organize a specific assigned area, establish objectives and procedures governing the performance of assigned activities among employees, develop and understand financial and/or operating reports; maintain confidential information; organize and interact with school-based and community clientele related to overall operations and services; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously.

PHYSICAL REQUIREMENTS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate.

Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

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Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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