

Transportation Services Manager

Purpose Statement

The job of Transportation Services Manager is done for the purpose/s of ensuring the effective functioning of the transportation department.

This job reports to the Supervisor - Transportation

Essential Functions

- Assists with the training of drivers and support staff on the transportation needs of special education students for the purpose of ensuring student safety while riding the bus.
- Attends IEP meetings for the purpose of ensuring that the transportation needs of Special Education Students are met.
- Communicate with drivers and others for the purpose of ensuring safe and timely transportation of students.
- Coordinates Special Education students' bus routing for the purpose of ensuring the transportation needs addressed in student's IEP's are followed.
- Coordinates student transportation activities with school administrators, drivers, and other groups for the purpose of ensuring that the transportation needs of the school program are met.
- Evaluates alternatives and recommends and creates routes, bus stops, schedules, etc for the purpose of determining safe and effective bus routes.
- Participates in meetings (e.g. department meetings, in-service, workshops, accident investigations, etc.) for the purpose of giving and receiving information and making decisions that effect the workers and the workplace.
- Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.
- Performs administrative duties for the purpose of resolving issues related to the management, discipline, and evaluation of department employees.
- Provides customer service (e.g. handles complaints, answers phones, greets public, etc.) for the purpose of providing a positive working relationship with patrons.
- Responds to inquiries from students, parents, and staff regarding busing issues for the purpose of ensuring that questions are answered and concerns are resolved.

Other Functions

- Perform other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operating heavy and light duty vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the Utah Motor Vehicle Code and the Utah Education Code applicable to the operation of vehicles transporting students; and state licensing requirements.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Bus Driver's Certificate

Commercial Driver's License

Continuing Educ./Training

Random Drug and Alcohol Testing

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Range

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