

Transportation Systems Manager

Purpose Statement

The job of Transportation Systems 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

- 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.
- 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.
- Prepares reports for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Responds to inquiries from students, parents, and/or staff (e.g. stop locations, schedule, state regulated policies, etc.) for the purpose of providing the necessary information regarding transportation services.
- Serves as a State Third-Party Tester for CDL's for the purpose of helping drivers meet their mandatory certification requirements.

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; 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 school 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; 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 a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select 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 limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often 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. The job is performed under minimal temperature variations and in a generally hazard free 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

Non Exempt

Approval Date

Salary Range

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