

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

ASSISTANT DIRECTOR OF TRANSPORTATION

Required Qualifications:

- Bachelor's Degree from an accredited institution
- Minimum of five (5) years of transportation experience
- Familiar with the repair of gasoline and diesel engines
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Must understand mapping and demographic strategies
- Must possess the ability to organize and supervise people
- Must have the ability to relate to both parents and students in the solution of bus problems
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

- Experience with a routing and scheduling system
- Management of a transportation budget in excess of \$10 million

Performance Responsibilities:

- Provide the director information about operational and fleet needs in assisting the director with preparing the annual transportation operating and capital budgets
- Provide information to the director related to hiring, disciplinary actions and termination of personnel assigned to the department
- Participate in confidential conferences, employee grievances and formal complaints with the director
- Advise the director in the evaluation of bids for repair parts and supplies and miscellaneous chemicals
- Formation of ongoing safety and technician training programs and communicating concerns of garage personnel, bus operators, attendants, dispatchers, specialists, office staff and others to the director
- Assess vehicles and tools for determination of replacement
- Prepare specifications for purchase of new vehicles for the district
- Assist the director by attending Board Meetings and/or Workshops, when called upon
- Inform assigned personnel of responsibilities required by federal, state and local laws, rules, policies and practices
- Supervises highly complex technical and analytical work involving the design, development and implementation of computer applications, projects, and/or systems.

- Develops and maintains records necessary for efficient and cost-effective management of the Transportation Department.
- Organizes, coordinates, and directs appropriate in-service training programs for Transportation Department employees, with special emphasis on training of bus operators.
- Arranges for members of the vehicular repair staff to attend workshops or seminars designed to improve their efficiency and skills.
- Develops, implements, monitors and reports progress on a common calendar used to coordinate the work of various groups within the Transportation Department. This includes but is not limited to: route planning for the regular, extended school year, student census and reporting associated with the Florida Education Finance Plan (FEFP), annual evaluations, and school opening activities.
- Works with diverse groups in a professional and courteous manner, and communicates effectively both orally and in writing.
- Develops and coordinates a program for educating students in appropriate and safe conduct procedures while at bus stops and while being transported.
- Act as liaison between schools and the director
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Transportation and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Director of Transportation and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code: