

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF TRANSPORTATION

Required Qualifications:

- Bachelor's Degree from an accredited institution
- Minimum of five (5) years of transportation experience
- Must possess a valid Florida driver's license

Desired Qualifications:

- Master's Degree
- Experience in Transfinder (routing and scheduling system) or other equivalent system and management of a transportation budget in excess of \$10 million
- 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

Performance Responsibilities:

- Establish, maintain, revise and implement plans for the transportation of school children
- Supervise and provide leadership and direction for assigned areas of responsibility
- Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision making process
- Supervise all transportation staff
- Supervise the selection of a qualified staff
- Coordinate with the senior Transportation staff to compile statistics which serve as a basis for the transportation budget
- Approve the purchase of all transportation supplies and parts
- Provide administrative oversight in the establishment of a preventative maintenance and safety program for all vehicles including bus replacements
- Provide for a continuous program of evaluation and adjustment of school bus stops and routes
- Ensure maintenance of personnel records on each employee
- Be responsible for the mid-year transportation report to the Florida Department of Education Transportation Department
- Prepare Florida Education Finance Program (FEFP) transportation services report
- Act as liaison between the department, schools, parents and the community
- Coordinate extracurricular trips
- Provide support for in-service training
- Ensure mechanical and body maintenance of all county vehicles
- Ensure maintenance of current inventories of equipment and materials
- Establish economy and time utilization studies

- Ensure maintenance of accident reports and investigation files
- Coordinate requests for vehicles made by other administrative personnel and advise the Manager of Transportation Fleet
- Address employer/employee relations within the department
- Keep well informed about current trends and best practices in areas of responsibility
- Handle complaints from the public regarding operators, routes, stops, etc.
- Liaison with other districts, state and national agencies related to the school transportation industry
- Keep the Executive Director of Support Operations, Deputy Superintendent and Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Perform other duties as assigned by the Executive Director of Support Operations 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 Executive Director of Support Operations, as assigned, or designee

Evaluation:

Annual evaluation done by the Executive Director of Support Operations, as assigned, or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

78005

Revised: 02/06/96, 01/02, 06/20/06, 09/02/08, 01/20/09, 07/28/09, 05/17/11, 09/06/11, 03/13/12, 06/05/12, 06/10/14, 7/6/2015