

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

TRANSPORTATION OPERATIONS MANAGER
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Required Qualifications:

- High School diploma or equivalent
- Minimum of Seven (7) years of transportation experience
- Previous documented supervisory experience
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

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

Performance Responsibilities:

- Provide the director information about operational 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
- Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action
- Participate in confidential conferences, employee grievances and formal complaints with the director
- Responsible for formation of ongoing safety training programs and communicating concerns of, bus operators, attendants, dispatchers, specialists, and office staff
- 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
- Supervise highly complex technical and analytical work involving the design development and implementation of computer applications, projects, and/or systems
- Develop and maintain records necessary for efficient and cost-effective management of the Transportation Department
- Organize, coordinate, and direct appropriate in-service training programs for Transportation Department employees, with special emphasis on training of bus operators
- Develop, implement, monitor and report 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

- Must understand mapping and demographic strategies
- Organize and direct staff
- Responsible for communicating with both parents and students in the solution of bus problems
- Work with diverse groups in a professional and courteous manner, and communicate effectively both orally and in writing
- Develop and coordinate 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
- Assist with any county emergency i.e. hurricane evacuation activities
- Maintain focus and attention
- 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 - Professional/Technical/Supervisory Category E

Job Code:

78013

Board Approved: 10/25/22