



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **TRANSPORTATION MANAGER**

FLSA: Exempt

TITLE: Transportation Manager

QUALIFICATIONS:

- High School Diploma or GED; specialized training in transportation management is highly recommended
- Valid Arizona Drivers License
- CDL Drivers License Class A or B with S and P Endorsements
- Posses AZ Department of Public Safety Student Transportation Certification
- IVP fingerprint clearance card
- Minimum 2 years working experience as School Bus Mechanic
- ASE Certification preferred but not required
- Ability to pass bus driver trainer program
- Proficiency in Microsoft Excel and Word Programs
- Proficiency in use of the internet
- Ability to develop and maintain effective relationships with students, staff and parents.

REPORTS TO: Administrator

GENERAL FUNCTION:

The Transportation Manager shall be responsible to direct and coordinate District activities related to the the care and control of all vehicles and equipment; procurement of materials, supplies, equipment, and services for transportation. This position also acts as a liaison to city, county, and state officials in areas related to job assignment. It is expected that the Transportation Manager will possess the leadership traits that manifest themselves into organizational initiatives that will support continued safe and sustainable operation of the school district, including pride in the appearance of its buses and vehicles. More specifically, the Transportation Manager will carry out these duties with pride, a sense of humor and an ability to work well with others.

PERFORMANCE RESPONSIBILITIES:

- Arrange for general maintenance and upkeep of buses, staff vehicles and motorized equipment.
- Arrange for safety inspections as required by State and Federal guidelines.
- Recommend bus routes for safe efficient transportation to and from school.
- Insure roads are safe for bus travel during day of inclement weather and advise the District Administrator of such to facilitate a decision on school closure.
- Prepare ADE Transportation, bus inventory, and other State reports as required.
- Gather information for the preparation of bidding specifications in the transportation area.
- Supervise bus drivers, mechanics, and bus monitors in relation to route scheduling, substitute drivers, maintenance and cleaning duties.
- Prepare transportation department for special events such as field trips, sporting events, special occasions, and staff travel.
- Recommend annual budget allotments for availability of funds for the efficient operation of the transportation department.
- Oversee training and certification renewal of all drivers, maintaining appropriate records.
- Maintain student bus discipline and report to District Administrator or designee.
- Review completed bus driver inspection reports daily.
- Maintain an accurate inventory of all District supplies and equipment.
- Complete an annual evaluation on all bus drivers, mechanics and bus monitors.
- Participate in professional transportation activities / trainings to keep current on policies, procedures, and equipment.
- Coordinate and execute two school bus evacuation drills per year, including all students and bus drivers.
- Remain current in laws and regulations which keep the District in compliance with State and Federal laws.
- Maintain a positive working relationship with agencies the District works with.
- Oversee quality of workmanship performed on District fleet by shop mechanics. Provide training as needed.

- Oversee Mileage Reimbursement Program, including verification of contractor's mileage, submission of reimbursement vouchers and other reports as required, in conjunction with the Business Office.
- Maintain cellular phone service for mobile vehicles of the District, and manage cell phone accounts.
- Fill in as substitute bus driver, if needed.
- Other duties in the transportation department as assigned by the District Administrator.

REQUIRED KNOWLEDGE AND SKILLS:

- Skill in interpersonal relations, assigning and evaluating the work of others, supervising personnel with technical professions, disciplining employees, coordinating and scheduling the activities of diverse technical personnel, ability to screen and select desirable new employees.
- Skill in analyzing problems and arriving at a reasonable and economical solution.
- Skill in estimating the cost and amount of materials needed for repair and maintenance of mechanical or vehicular equipment.
- Skill in preparing budgets and knowledge of District budgetary/accounting policies and procedures.
- Thorough knowledge of acceptable maintenance and repair in all phases of transportation related codes and regulations as required by law and pertaining to schools.
- Working knowledge of vehicle and equipment maintenance.
- Knowledge of preventive maintenance procedures, scheduling and follow-up.
- Skill in reading and communicating the meaning of error codes pertaining to vehicle maintenance.
- Ability to communicate with professional technical personnel in regards to specifications for transportation.
- Ability to provide assistance to District administrative staff in matters pertaining to transportation.

PHYSICAL REQUIREMENTS:

- Strength: Heavy Work – Lifting, carrying, pushing or pulling 150 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.
- Frequent bending, squatting, standing, reaching, lifting, sitting, walking, stooping, and kneeling.
- Tasks require oral communications ability; visual perception; and extended periods of typing or writing and viewing a computer display.

ENVIRONMENTAL REQUIREMENTS:

- Typically works both indoors and outdoors which may be in conditions of noise, dirt and dust, odors and fumes and exposed to extreme cold or heat.
- May be required to wear rain gear, eye, ear and face protection, respirators and back support.
- All District buildings/grounds/vehicles are tobacco free.

TERMS OF EMPLOYMENT: 12 month / full time salary position

Employee benefits in accordance with district policies.

EVALUATION:

Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff

Revised: January 2023



CONCHO SCHOOL DISTRICT #6
JOB DESCRIPTION
Job Title: **TRANSPORTATION SUPERVISOR**

FLSA: Exempt

I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____