

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

3/13  Effective Date	<b><u>MANAGER, TRANSPORTATION OPERATIONS</u></b>  Job Title	3.9.2  Index
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1. Primary Function: Develops, organizes, implements, manages, and monitors overall performance of associated transportation services assuring exceptional customer service. Provides leadership and supervision to staff ensuring timely and current performance feedback and evaluations. Builds and maintains the necessary skill sets through focused professional development in order to deliver exceptional services internally and externally to schools, districts, and other governmental entities in the support of student achievement.
  
2. Responsibilities:
  - 2.01 Supervises, trains, and evaluates the activities of the transportation department and personnel.
  - 2.02 Recruit and recommend new hires, promotions, termination, and transfers for the purpose of maintaining staffing needs, district expectations, and productivity of the work force.
  - 2.03 Plan, prioritize, assign, supervise and review the work of staff responsible for providing services within assigned area of the Transportation Department to align with state laws, district policies, contractual obligations and provide a systematic and clear process. Complete staff evaluations as scheduled.
  - 2.04 Enhance productivity and team camaraderie while achieving department objectives within appropriate cost constraints.
  - 2.05 Presents information for the purpose of communicating, gaining feedback, redirecting or coaching behavior, and ensuring continuous improvement.
  - 2.06 Foster a learning and performance environment that aligns with the strategic plan.
  - 2.07 Assess incidents, accidents, complaints, etc. (e.g. safety issues, transportation school bus routes, legal issues, personnel concerns) for the purpose of resolving the situation.
  - 2.08 Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
  - 2.09 Facilitates and/or participates in meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
  - 2.10 Inspects assigned aspects of District transportation services for the purpose of ensuring that transportation activities are completed efficiently, and within regulatory requirements.
  - 2.11 Prepares a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, procedures, work instructions, graphs, etc.) for the purpose of documenting activities, providing written reference, cost analysis, and/or conveying information.
  - 2.12 Recommends policies, procedures and/or actions related to District transportation services for the purpose of providing direction for meeting the District's goals and objectives.

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- 2.13 Seeks innovative solutions to learning and improving processes that result in extraordinary customer service through the enhancement of educational excellence.
- 2.14 Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
- 2.15 Plan and maintain regular school bus schedules and work in concert with other managers to organize emergency routing. Review and suggest changes in school schedules or program locations that may yield improved service levels or cost efficiencies.
- 2.16 Ensure that the various team processes and performances align with the quality assurance model and strategic plan to support student achievement and success.
- 2.17 Coordinate development and implementation of the driver training and safety programs, routing scenarios and service levels to provide maximum efficiencies and on-time service.
- 2.18 Provide as necessary support personnel and processes to ensure that all district and customer vehicles are maintained to meet or exceed industry standards and all applicable rules and regulations.
- 2.19 Review trends and perform analysis of data to ascertain methods, techniques and procedures to improve operation in accordance with the efforts of quality management and continuous improvement.
- 2.20 Ensure compliance with all Federal and State laws.
- 2.21 Implement district's student discipline policies and procedures and communicate to students expected behavior when using district transportation.
- 2.22 Prepare, process, and maintain all documents required to verify safety and medical certification and alcohol and drug testing of bus drivers.
- 2.23 Advise director about inclement weather conditions that may result in the closing of schools or road hazards.
- 2.24 Attend professional growth activities to keep abreast of innovative techniques in transportation and coordinate professional development programs for transportation staff.
- 2.25 Maintain a district-wide perspective creating a sustainable culture of improvement.
- 2.26 Preserve a passion for service and excellence through positive and healthy working relationships.
- 2.27 Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work teams.

3. Major Planning Requirements:

- 3.01 Develops, coordinates, and manages short- and long-range plans in transportation services to enhance educational excellence related to student access to schools.
- 3.02 Assists in district-wide planning for the development of district long-range transportation service goals and the methods in which these goals will be implemented and aligned with student achievement.

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4. Key Relationships:

- 4.01 Director of Transportation and Auxiliary Services: Reports to this position.
- 4.02 School and Department Administrators: Confers to ensure proper understanding of operational requirements and customer needs.
- 4.03 Vendors and the General Public: Establishes and maintains effective and cooperative working relationships, and serves as a resource person on issues involving Transportation Services.
- 4.04 Risk Management Staff: Works with to ensure vehicle safety, security, emergency response, employee training and effective risk management practices.
- 4.05 Human Resources Staff: Works with closely in making staffing decisions and maintaining employee relations.
- 4.06 Local Government Agencies: Coordinates the access to school and department locations, safe bus stops, and student and safety as it relates to vehicle travel in cooperation with city and county public works and police.

5. Minimum Qualifications: Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

Education:

Completion of an Associates degree in business or related field or two years college and/or four years training in technical areas within a school district, government agency, or business of comparable size.

Experience:

Five years of progressively responsible experience in operations management including but not limited to the development and execution of strategic planning, marketing, profit and loss analysis, cost benefit analysis, procurement, staff development and continual improvement activities. Two years of supervisory experience.

Licensure Requirements:

Possession of, or the ability to obtain, a valid Class B Oregon's Commercial driver's license with applicable endorsements.

Possession of or the ability to obtain Oregon School Bus Driver Trainer certification within three years of hire.

Possession of or the ability to obtain Third-Party Examiner certification from the Oregon Department of Motor Vehicles desirable.

6. Term of Employment: 12 months.

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7. Salary Level: Grade 205A

8. Working Conditions:

The position generally works in an office environment with occasional visits to inspect school buses and traffic/parking conditions related to student transportation/safety for potential hazards, discuss new or changed exposures and evaluate potential remedies.

9. Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Manager, Transportation Operations

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_