

La Porte Community Schools

Job Title: **Director of Transportation**

SUMMARY: Formulates policies, programs, and procedures for transportation system, including schedules, routes, assignment of drivers and vehicles and other terminal operations for his or her school district.

ESSENTIAL FUNCTIONS include the following (Other duties may be assigned.):

Submits recommendations for development of, and compliance with, transportation statutes, policies, procedures, and programs.

Utilizes technology skills to prepare reports, construct data bases and create spread sheets. Skills required include: basic knowledge of technology hardware, word processing, data base and spread sheet programs and ability to use or learn school transportation management software.

Plans, directs and implements vehicle scheduling and dispatching, including charter trips.

Plans, directs and implements inventory and allocation of parts, supplies, fuel and communication functions in accordance with established policies and objectives to effect economical utilization of school vehicle facilities.

Directs compilation of vehicle records and issuance of maintenance schedules.

Conducts continuous analyses of school vehicle and driver assignments and analyzes scheduling for possible consolidation.

Reviews and revises driver schedules to insure increased efficiency and to lower costs.

Conducts field surveys to evaluate operations and recommends changes.

Analyzes proposed schedules, initiates preparation and distribution of proposed trip schedule changes, and submits analyses of data and rescheduling recommendations to the school administration.

Evaluates weather conditions and consults with designated administration to insure the safe operation of transportation department vehicles.

Provides necessary personnel and payroll information to appropriate administrator or administrative department.

Directs operation and maintenance of all school corporation vehicles and transportation department communication systems, reviews procedures, provides guidance to resolve technical problems, analyzes costs and recommends cost control measures.

Selects, recommends, trains and assigns personnel for staff positions, confirms appropriate licensing or certification, evaluates personnel under his/her supervision.

Participates in the process of collective bargaining as a resource to the corporation bargaining representative. Administers the collective bargaining agreement per current language.

Prepares specifications, when appropriate and negotiates with vendors to purchase transportation equipment, materials, and supplies per Indiana statutes and LPCS policies and guidelines.

Responsible for the preparation of corporation vehicles for state inspection.

SUPERVISORY RESPONSIBILITIES: Manages and supervises Transportation Department employees that presently includes: three mechanics, two secretaries, fifty bus drivers, and all substitute bus drivers.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma required. Two or more years of related fleet management experience and/or training desired. Two year associate degree from an accredited program or bachelor's degree from an accredited four year university program in management field preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents that include state reports and related materials. Ability to respond to common inquiries or complaints from parents, board members, regulatory agencies, or members of the school community. Ability to effectively present information to the Board, the superintendent and his or her staff, principals, school employees, and parent groups.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to utilize technology that includes word processing, data base, spread sheet, and route/fleet management software.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to utilize technology that includes word processing, data base, spread sheet, and route/fleet management software.

CERTIFICATES, LICENSES, REGISTRATIONS: Possess, or be qualified to obtain, a valid state commercial driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

Terms of Employment: Twelve month year. Salary to be set by the board of trustees.