



# COLUMBUS CITY SCHOOLS

AN EQUAL OPPORTUNITY EMPLOYER

## JOB POSTING

**TITLE:** Director, Transportation  
**JOB STATUS:** Administrator, FLSA Exempt  
**REPORTS TO:** Executive Director, Business and Operations  
**DEPARTMENT:** Pupil Transportation

**POSITION SUMMARY:** Provides strategic direction and oversees execution of all plans and activities for the transportation of public and non-public students within the school district in a timely and safe manner. Secures and administers contracts related to pupil transportation activities; monitors compliance with contractual agreements and vendor commitments and works with vendors to resolve contractual issues/concerns as necessary.

### **ESSENTIAL DUTIES:**

- Directs the day-to-day activities of department staff including bus drivers, intervention aides and child care attendants all of whom are members of the Ohio Association of Public School Employees. Duties include hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
- Provides direction and oversight of the district's transportation function ensuring the safe and timely transportation of students.
- Secures and administers contracts related to pupil transportation activities; monitors compliance with contractual agreements and vendor commitments and works with vendors to resolve contractual issues/concerns as necessary.
- Develops, reviews, and recommends contract specifications for bus services and agency contracts; evaluates bids, recommends awards and ensures compliance with contract specifications.
- Establishes, implement and promotes a driver training program to ensure the safe transportation of students and demonstrate support for use of proper student management skills by bus drivers.
- Prepares and administers departmental budget(s); ensures expenditures are within the approved budget(s).
- Establishes benchmarks for efficient and effective operations and systematically monitoring the effectiveness of transportation programs and services.
- Promotes the use of computerized routing to efficiently design and implement bus routes and transportation schedules; directs a process to communicate route assignments and changes to bus drivers, school administrators and families, including the timely reporting of routing assignments for the start of the school year and other mid-year changes.
- Responds to emergency situations and matters of concern regarding transportation issues
- Develops and implements transportation standards, policies, and procedures; revises departmental work systems and procedures as necessary to improve the efficiency and effectiveness of the transportation function.
- Monitors district compliance with Federal and state regulations, insurance requirements and district standards relating to pupil transportation; initiates corrective action as needed.
- Works with district administrators, staff, parents and others in matters relating to pupil transportation as well as particular concerns.
- Coordinates the investigation of accidents involving district vehicles; coordinates an appropriate course of action.
- Advises the Superintendent or designee on road conditions and recommendations to close schools during inclement weather.
- Facilitates relationships with constituent groups such as community and non-public schools to address issues including coordinating school calendars and bell times, student management practices and other service related needs.
- Represents the department in collective bargaining conferences, mediations, grievance hearings and complaint actions.
- Oversees maintenance of department records and files.
- Prepares or oversees completion of required documentation and reports.
- Attends internal and external meetings and participates on committees related to the transportation function; performs related tasks.
- Manages and monitors the operations of Fleet Services and makes recommendations to the Executive Director of Business and Operations on the continual improvement of processes in this area.

## **ESSENTIAL DUTIES (continued):**

- Supervises the execution and completion of vehicle and equipment maintenance and repair work orders in a cost effective and timely manner and with minimal disruption to the learning environment.
- Ensures departmental staff maintains required credentials and facilitates on-going development opportunities that align with district strategies and objectives.
- Resolves problems, situations or issues in a collaborative, tactful, courteous and respectful
- Performs other duties as assigned.

## **JOB QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Logistics, Transportation Management or a related field or equivalent experience/knowledge.
- Seven (7) or more years of related pupil transportation experience including supervisory responsibilities. Public school or university setting experience is preferred.
- Valid State of Ohio driver's license with CDL endorsement.
- Strong knowledge of principles and techniques of student transportation.
- Strong knowledge of Federal, State and local transportation laws and regulations.
- Strong knowledge of labor law and negotiating techniques.
- Demonstrated supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Demonstrated ability to handle problem situations in a tactful, courteous and respectful manner.
- Interpersonal skills necessary to effectively communicate with District administrators, staff, parents and the general public.
- Analytical ability to investigate matters of concern and develop plans of action to address the issue and minimize the chance for reoccurrence.
- Written and computer skills necessary to maintain various departmental records, documents and reports.
- Strong written and verbal communication skills, including effective presentation skills
- Mathematical aptitude necessary to develop an annual budget and monitor expenditures.
- Demonstrated ability to effectively serve as a leader and member of a team.
- Proven skills in managing daily operational priorities simultaneously.
- Ability to organize, develop and lead a large, diverse staff.
- Ability to manage computerized student transportation routing.
- Ability to work in a fast paced environment with attention to detail.
- Ability to perform, use and present qualitative analysis in the evaluation and recommendation of complex operational functions.
- Oversees the execution and completion of vehicle and equipment maintenance and repair work orders in a cost effective and timely manner and with minimal disruption to the learning environment
- Monitors the purchasing of all district vehicles as well as fuel.
- Develops and maintains appropriate communication and relationships with vendors, distributors, manufacturers and officials of appropriate
- Maintains current knowledge of regulatory standards and district policies related to the vehicle maintenance function including Ohio Department of Education and Ohio State Highway Patrol requirements.
- Perform related duties as assigned

*The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.*

## **TIMETABLE:**

Deadline for Applications: Open Until Filled, first review of applications Friday, March 31, 2017, 5:00 p.m.

## **DIRECTIONS FOR APPLYING:**

Applicants should submit a letter of interest, a resume including experience, qualifications, certifications, and three professional references. Professional references must include all contact information, including email address.

Submit all materials above to:

[ccs-careers@columbus.k12.oh.us](mailto:ccs-careers@columbus.k12.oh.us)

Attn: Director, Employment and Staffing

270 E. State Street

Columbus, Ohio 43215

[www.columbus.k12.oh.us/employment](http://www.columbus.k12.oh.us/employment)