



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Transportation**
Job Family: **Administrative**
Prepared/Revised Date: **February 20, 2019**

FLSA Status: **Exempt**
Pay Range: **J**
Job Code: **10307**
Days: **260**

SUMMARY: Develop and maintain a safe and efficient transportation system that allows students the option to take full advantage of educational opportunities offered through curricular and extra-curricular activities. Supervise the comprehensive operation of fleet maintenance and pupil transportation, including training and supervision of all employees. Oversee department budget and vehicle procurement to maintain fiscal integrity. Ensure compliance with District policies and all applicable state and federal regulations. Investigate all accidents involving district vehicles, provide appropriate emergency response, and develop accident prevention strategies. Respond to departmental inquiries and address concerns from parents and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Description of Job Tasks
1. Responsible for the daily comprehensive operation of the District’s Transportation Department. Supervise the transportation of approximately 13,000 students daily. Oversee the District’s transportation fleet, comprised of approximately 350 vehicles, including buses, trucks, and automobiles for safety, effectiveness, and efficiency for students, staff, and community.
2. Responsible for maintaining and monitoring compliance with District policies and state and federal regulations as they relate to transportation. Coordinate with the District’s Integrated Services Department to provide reasonable, safe and prudent transportation services in compliance with Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Public Education (FAPE). Coordinate with the District’s Early Childhood Department to provide safe and compliant transportation.
3. Manage budgets for all funds associated with transportation operations, including vehicle replacement, vehicle maintenance, extracurricular transportation, and fuel. Develop recommendations for future equipment and personnel needs based on future enrollment projections, boundary changes and new school construction, including vehicle replacement needs paired with new growth demands.
4. Coordinate the training and safety program for all vehicle operators and oversee the training of new operators applying for their Commercial Driver’s Licenses (CDL). Provide and/or coordinate staff training and professional development. Hire, train, mentor, coach and conduct evaluations of personnel. Mediate conflict resolution. Promote a productive department environment by recognizing and solving problems and encouraging teamwork, creativity, and understanding.
5. Direct the operation of a comprehensive safety inspection program for district vehicles. Assure that all vehicles comply with federal and state mechanical, emissions, and inspection standards. Conduct research and make recommendations on new technology as it relates to alternative fuel vehicles and industry best practices for student safety and fleet efficiencies.



6. Work collaboratively with the Superintendent and Executive Director of Operations in the development of procedures and recommendations for school delays and or closures during emergencies and/or inclement weather. Coordinate with district administrators, departments, intergovernmental agencies, first responders, and community partners as it relates to crisis response.
7. Investigate all accidents involving district vehicles, provide appropriate emergency response, and develop accident prevention strategies.
8. Respond to departmental inquiries and address concerns from district staff, parents, and the community regarding student discipline, routes, and vehicle operator performance.
9. Evaluate traffic safety around district sites in coordination with the District's Facility Services and Security Departments, City of Fort Collins Traffic Operations, and site administration. Participate in the internal planning process for the development and recommendation of future district educational needs and site plans.
10. Attend work and arrive in a timely manner.
11. Perform other job duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business, transportation, or other related field
- More than five years of administrative or supervisory experience in transportation fleet management
- Experience with K-12 fleet management desirable
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado Class "B" Commercial Driver's License (CDL) with Passenger and "S" endorsement or ability to obtain within three months of employment
- Department of Transportation vehicle operator physical required per regulations

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Extensive communication, supervision, training and public relations skills
- Knowledge of drug testing policies and procedures
- Knowledge of Colorado Department of Education, US Department of Transportation, Colorado Department of Transportation, Early Childhood/Head Start, and Federal Motor Carrier Safety Administration regulations
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions and manage multiple priorities
- Knowledge of and ability to interpret life safety codes, ADA regulations, and state, city, and local statutes and regulations
- Ability to develop intricate budgets and perform detailed analysis of budgets
- Ability to effectively communicate to staff members, Board of Education members, superintendent, directors, contractors, and community members
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, district policies, and departmental guidelines and procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of fleet management and vehicle routing software programs
- Operating knowledge of GPS programs
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Operations	
Direct reports:	Vehicle Maintenance Manager	1
	Operations Manager	1
	Route Planner	4
	Office Manager	1

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit		x		
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute		x		
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile		x		
Negotiate				x

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration		x		

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	