



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Transportation Integrated Services (IS) Manager** FLSA Status: **Exempt**
Job Family: **Professional** Pay Range: **A/P Schedule-Grade S**
Prepared/Revised Date: **October 21, 2024** Job Code: **61317**
Days: **260**

SUMMARY: Responsible for administering and supervising transportation services for students with disabilities. Provide supervision and support to transportation employees. Serve as the liaison to administrators, the Integrated Services department, and instructional staff members system-wide regarding students' transportation-related needs. Specific duties include supervising, evaluating and coaching bus drivers, paraprofessionals and other Transportation Department staff and resolving student, school, parent and community concerns related to safe and efficient student transportation. Advise and assist Transportation Director and work on special projects.

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. Represent the transportation department at Individualized Education Program (IEP) Individualized Transportation Plan (ITP) meetings. Work collaboratively with school administrators, parents, teachers, and the Integrated Services department at these meetings.
2. Foster cooperative relationships between the Transportation Department, Integrated Services Department, Principals, and school-based staff members for support regarding the transportation for students with disabilities. Respond to concerns to staff, parents, and community members regarding the provision of special education transportation services to ensure the safe and efficient transportation for special education students, including evaluating needs and requirements, explaining policies and procedures. Ensure that accurate information is communicated to all involved parties.
3. Supervise, coordinate, evaluate, and oversee the daily activities of special education staff within the Transportation Department. Monitor district bus routes/stops to ensure safe and efficient transportation of students. Supervise, set schedules, expectations and guidelines for these transportation staff according to state, federal and district policies and regulations. Review bus videos and conduct video investigations to ensure the health and safety of student and staff.
4. Coordinate, develop, implement and supervise transportation scheduling methods, including route development for special education to conform to all state, federal and district regulations using district information technology systems.
5. Identify areas needing additional training, redirection, and support for drivers and paraprofessionals to be successful. Provide direct communication, coaching and support for these areas. Provide an extended support system for parents, students and the public to address concerns that arise from daily operations, which may include conflict resolution related to student management issues, assisting with student behavior plans, and investigation of potential or real violations of policy and/or rules.
6. Monitor transportation staff attendance. Review, approve and verify reported time in district time and attendance system. Prepare and analyze time and attendance reports. Advise transportation staff of corrections or concerns.
7. Collaborate with director and management team on policy and procedure reviews. Coordinate job assignments, hiring, discipline, and terminations. Document all personnel actions and attend personnel hearings.
8. Develop and lead planning and implementation of professional development activities for special needs transportation personnel and supervisory staff, with an emphasis on trainings for student behavior response. Attend district and other meetings and conferences and serve on assigned committees.
9. Attend work and arrive in a timely manner.
10. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in a related field, required
- Minimum of three years' experience in special education, student behavior management, or related field
- Minimum of three years of progressive experience in school transportation, fleet management or related field
- Minimum of three years of experience in a supervisory or management position, including direct experience with hiring, evaluating and handling employee issues for a large staff, preferred

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire
- Commercial Driver's License (CDL) Class B with P2 and S endorsement preferred
- Must meet District driver insurability requirements
- Must be able to pass a post offer pre-employment Department of Transportation (DOT) physical

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Strong written and oral communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills desirable
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Strong leadership and administrative skills with ability to mentor and advise subordinates
- Extensive knowledge of all relevant state and federal laws regarding student transportation including DOT regulations, and Poudre School District and Transportation Department policies and procedures pertaining to school bus transportation
- Maintain a professional relationship and be a positive role model for all department employees
- 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, administrative guidelines, and building and department 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 as well as standard office equipment
- Operating knowledge of and experience with Microsoft Office products and other department software packages
- Ability to safely operate a school bus



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Transportation	
Direct Reports:	Bus Operators, Bus Paras, Transportation Staff associated with IS	40+

- Responsible for assisting with the following: 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 feel		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		
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
No special vision requirements.	
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	