

**TITLE:** Executive Director of Transportation Services

**QUALIFICATIONS:**

1. Master's degree or higher with graduate specialty training in one or more of the following areas: public transportation, logistics, business and administration or related field preferred.
2. A minimum of 10 years of progressively responsible work experience in area(s) involving transportation in public school systems, military or mass transportation.
3. Demonstrated skill in continuous improvement processes such as Quality, Best Practices and Interest-Based Problem Solving.
4. Demonstrated evidence of strong organizational, leadership and managerial skills.
5. Demonstrated skill in oral and written communication.
6. Demonstrated ability to work with diverse groups of people.
7. Experience with industry-standard computer applications.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent or Designated Administrator

**JOB GOAL:** To provide leadership in the planning, development, implementation and daily operations of Transportation Services in a safe and cost effective manner that supports the goals of the District.

**ESSENTIAL FUNCTIONS:**

1. Develops goals, objectives, policies and practices for Transportation.
2. Evaluates zone and vehicle directors through the continuous improvement process to ensure the District's strategic and department goals are accomplished.
3. Develops and maintains procedures and processes related to compliance with local, state and federal laws, regulations and policies relative to transportation and vehicle safety.
4. Ensures Transportation meets all requirements of the daily operations, vehicle maintenance and extracurricular activities/programs in support of School Board goals.
5. Regularly evaluates program effectiveness utilizing stakeholder feedback to improve service delivery.
6. Monitors departmental budgets and ensures alignment with the District's Strategic Plan.
7. Responds to discipline problems and coordinates with appropriate personnel in the resolution of discipline and school bus-related problems.
8. Ensures school bus routes are organized in the most efficient manner commensurate with good management techniques and state guidelines.

9. Monitors and implements legislative actions/changes, as appropriate.
10. Directs the Transportation zones and programs, sets operating direction for directors and evaluates their performance.
11. Innovatively leads and develops goals and evaluation criteria for vehicle maintenance, and transportation programs.
12. Directs the preparation of the budget for departmental budgets.
13. Ensures vehicle and related facility maintenance management programs meet all requirements of the daily operations and extracurricular activities/programs.
14. Ensures appropriate long-range plan exists for transportation routes/facilities and coordinates the activities with appropriate personnel.
15. Serves as the contact for Florida Department of Education for all transportation matters.
16. Provides leadership, assistance, and support for transportation route functions.
17. Attends appropriate district committee, professional and community functions involved with business and professional groups in support of district goals.
18. Supports and facilitates positive relationships between the school district and the district's bargaining units.
19. Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

**PHYSICAL REQUIREMENTS:**

Position requires light work exerting up to twenty (20) pounds of force occasionally, and/or ten (10) pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established by the Board.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 07-15-05