



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6812
Pay Grade: E03

FLSA: Exempt
PTS

TRANSPORTATION, LOGISTICS MANAGER
REPORTS TO: Transportation, Logistic Specialist
SUPERVISES: Support Staff
QUALIFICATIONS: Associate's degree from an accredited college or university. Two (2) years of verified student transportation experience may be substituted for each year of educational requirement listed above. Demonstrated ability to read and interpret rules, regulations, and laws. Highly effective skills in oral and written communications. Experience in the use of generally accepted office computer applications (e.g., Microsoft Office Programs). Must possess and maintain a valid Florida Class "B" commercial driver's license with passenger and school bus endorsement. Demonstrated ability to analyze and solve complex problems. Must hold a current State Medical Examiner's Certificate issued by a Pinellas County School Board-approved physician.
MAJOR FUNCTION
Responsible for implementing routing, scheduling, dispatch and daily operations necessary to provide safe, efficient and effective transportation services to all schools and students served therein. Responsible for collecting, aggregating and reporting Florida Educational Finance Plan (FEFP) data related to student transportation.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Designs, develops, and plans safe, efficient school bus routes utilizing the computer assisted routing system, in accordance with:<ul style="list-style-type: none">○ Sound routing and scheduling concepts and principles.○ All federal, state and local laws and ordinances.○ All state and local school board rules.○ School starting and ending schedules and budgetary constraints established by the Board.• Determines the need for number of needed bus drivers and buses.• Regularly reviews routes.• Oversees the dispatching of drivers.• Responds to inquiries from schools and drivers concerning issues with school bus routes and stops.• Oversees the day-to-day operation of all routes and drivers.• Ensures coverage for drivers and/or routes, planned and unplanned.• Ensures that accurate and timely communication is delivered to schools and parents.• Communicates district strategic plan, oversees employees' performance, provides guidance and support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful.• Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws.• Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance.• Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate.• Performs other related duties as assigned.

TRANSPORTATION, LOGISTICS MANAGER

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 11/30/23 PT; BOARD APPROVED: 01/23/24

TRANSPORTATION, LOGISTICS MANAGER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Transportation, Logistics Manager - PTS