

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0360
Pay Grade: C11

FLSA: Exempt

DIRECTOR, TRANSPORTATION

MAJOR FUNCTION:

Position performs administrative work in the planning, organizing, coordinating, directing and evaluating of the Transportation Department operation.

DUTIES AND RESPONSIBILITIES:

- Plans with members of the Transportation Department staff, with instructional staffs, with Principals of schools and Administrators of centers, and with appropriate outside transportation and law enforcement agencies in the establishment of an effective, safe, efficient school bus transportation system.
- Continuously evaluates and improves all areas of the transportation program.
- Organizes, coordinates and directs appropriate in-service training programs for bus drivers.
- Establishes and continuously evaluates bus routes, bus schedules and bus operations for students, in the interest of safety and of effective, timely operations.
- Plans special bus services for non-scheduled trips, requested by various schools in support of student activities.
- Directs the investigation of all accidents involving public school vehicles, making appropriate reports to the Risk Management Administrator, and to the Florida Department of Education; particularly evaluates bus vehicle accidents in order to determine effectiveness of in-service bus driver training programs.
- Prepares and administers the department's budget.
- Directs and supervises State Inspection Station for school buses.
- Performs other related duties, as required.

MINIMUM QUALIFICATIONS:

At least a Bachelor's degree, with course work in Public Transportation. Practical, detailed, extensive knowledge and experience in overall school bus operations. Knowledge of state and local laws and regulations regarding the operation of public school buses. Training and/or successful experience in human relations as it pertains to problem solving. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Master's degree.

ISSUED: 3/82; TITLE BOARD APPROVED: 12/12/84; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

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.

DIRECTOR, TRANSPORTATION

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Director, Transportation - ADM