

Qualifications:

High School Diploma or equivalent

Considerable experience in performing the full range of tasks associated with management of a transportation system.

Supervises: Mechanics and Support Personnel

Nature of Work

This position is responsible for the school transportation program for Lee County Schools. Work is planned and directed through the interpretation and application of guidelines. The employee is expected to resolve most problems and to confer with the Superintendent or his designee on problems of policy. Errors may not be recognized internally and thus may result in great loss. Work is performed under general supervision. Administrative supervision is exercised over a number of skilled, semi-skilled and unskilled employees.

Knowledge, Skills and Abilities:

- Considerable knowledge of vehicular service and repair principles and techniques.
- Considerable knowledge of routing.
- Working knowledge of record keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

Essential Job Functions:

- Develops procedures for vehicular service and repair.
- Prioritizes work to be accomplished.
- Develops work plans.
- Tests new equipment.
- Applies standards for vehicle replacement.
- Develops transportation routes.
- Arranges transportation for students with special needs.
- Conducts transportation studies relating to school consolidation or for improving existing transportation services.

- Investigates and reports accidents.
- Communicates with Department of Transportation on roads, bridges, signs, etc.
- Makes recommendations regarding hazardous road conditions.
- Develops and monitors budgets.
- Establishes an inventory system of parts.
- Directs the preparation and submission of all transportation reports.
- Reports on disposal of pollutants and other hazardous materials.
- Manages and recommends the selection, training, certification of fitness and competence, and termination of bus drivers.
- Collaborates with school principals in the recruitment of drivers and routing of buses.
- Recommends transportation personnel to be hired, disciplined, discharged or promoted.
- Ensures employees are provided needed training.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____