

Position Transportation Director

School Corporation

Fort Wayne Community Schools

Job Description

Administrator: Year Round Schedule

Please note: Salary posted is STARTING range

The **Transportation Director** is responsible for directing the daily operations of the transportation department activities to assure safe, timely and efficient pupil transportation for all FWCS students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary functions may include the following duties, responsibilities, skills, abilities and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions within this classification.

Leadership

- Responsible for, in collaboration with the Chief Operations Officer, the development of a long-range strategic plan for the Transportation department
- Participate in the implementation of Department programs, services, strategies, goals and objectives
- Direct the daily operations of the Department by monitoring and evaluating the transportation operations for safety and operational efficiency
- Establish and maintain Department timelines; make adjustments in Department activities in response to student and District needs
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Supervise and evaluate the performance of assigned staff
- Collaborate with Human Resources on labor issues affecting the Transportation Department

Communication and Support

- Provide quality service to students, parents, schools and public
- Provide consultation and technical assistance to parents, school sites, administration and others regarding district transportation functions
- Direct activities to assure proper and timely resolution of transportation and related scheduling and routing issues, complaints and conflicts
- Provide professional learning opportunities for employees through in-service training programs and activities to enhance bus driver and other transportation personnel skills and understanding of District best practices and safety procedures
- Monitor Department's compliance with federal, state and local laws regarding transportation

Budget and Finance

- Participate in the development of the annual preliminary transportation budget
- Assure adequate resources to meet District transportation needs
- Supervise the fleet maintenance plan for all buses to assure the safe transportation of students, school staff, and general public
- Develop the bus replacement plan and collaborate with the District Financial Officer to assure buses are replaced according to State guidelines

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Five (5) years supervisory experience working with student transportation functions
- Indiana driver's license
- Valid Commercial Driver's License (CDL)

PHYSICAL DEMANDS & WORKING CONDITIONS

- Physical Demands – Must be able to push, pull, lift and carry over 25 pounds on occasion.
- Working Conditions – Generally acceptable working environment with limited exposure to disagreeable elements. Exposure to such conditions may make working environment disagreeable or cause discomfort occasionally but has minor impact on personal safety and/or mental well-being.
- Driving Requirement –This job requires the incumbent to drive.

The physical demands described here are a 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

Experience Required

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of safety standards, laws, codes, rules, regulations, policies, and procedures relating to pupil transportation
- Knowledge of the principles and practices of pupil transportation planning, scheduling and route development
- Knowledge of the principles, practices, and techniques of vehicle maintenance and related safety and legal standards
- Knowledge of, and ability to, transmit safe driving and preventative maintenance practices
- Knowledge of the principles and practices of supervision of staff
- Skills in organization, time management, task prioritization and recordkeeping
- Skills demonstrating high level of integrity, commitment, and work ethic
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and work performance
- Ability to understand the integration of special needs students into a school setting
- Ability to operate school bus and district vehicles
- Ability to provide transportation staff with in-service/professional development opportunities to increase proficiency in their fields of expertise
- Ability to work well under pressure and use sound judgment, including appropriate handling of confidential matters
- Ability to provide guidance and direction to staff and promote a team environment
- Ability to facilitate and promote conflict resolution
- Ability to interact positively and effectively with, students, staff, and administrators
- Ability to use computers and/or electronic equipment to fulfill job functions

How to apply

<https://fwcs.tedk12.com/hire/ViewJob.aspx?JobID=2384>

Position Start Date

Application Deadline

Contact Information

[Talent Acquisition Team – talentacquisition@fwcs.k12.in.us](mailto:talentacquisition@fwcs.k12.in.us)