

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Transportation Manager

DEPARTMENT: Transportation

QUALIFICATIONS:

1. High School diploma – Associates Degree preferred
2. 3 to 5 years transportation experience
3. 3 to 5 years management experience
4. Strong computer knowledge – ability to quickly learn software associated with the Transportation Department
5. Strong oral communication skills
6. Strong written communication skills
7. Must have valid PA Commercial Driver's License (CDL) with bus endorsement
8. Must have Acts 34, 114 and 151 Clearances

REPORTS TO: Business Manager

JOB GOAL: The Transportation Manager provides safe, economical and efficient transportation services for all Baldwin-Whitehall School District pupils and programs and assists the Business Office in all BWSO transportation and fleet related matters.

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers the transportation program to meet all requirements of state laws and regulations regarding school transportation
2. Develops and maintains current bus schedules, routes and lists of children eligible for transportation
3. Maintains records for preparation and submission of state and local reports such as inventories, pupils transported, route mileage, time records, special trip records, maintenance records, traffic accidents and other required reports
4. Recommends purchases of services and equipment, based on appropriate supportive data and in accordance with budgetary limitations, state and federal regulations and the BWSO
5. Takes an active role in solving problems occurring on school buses and acts as a liaison with parent complaints or special requests
6. Coordinates and conducts driver educational programs for the school bus drivers

7. Makes recommendations that may improve transportation services and efficiency such as rules and regulations of drivers and pupil conduct
8. Performs duties with awareness of all BWSD requirements and policies
9. Represents the BWSD in transportation matters involving the District's transportation contractor, students, administration and staff, community and agencies
10. Communicates with Baldwin Borough, Baldwin Township and Whitehall Borough road crew personnel and Police Departments and inspects road conditions in the early morning and throughout the day to advise Superintendent on road hazards/closures/delays
11. Coordinates with School Principals, Athletic Office and others, when planning trips
12. Prepares contract specifications for transportation services and administers contract negotiations with service contractors within parameters established by the School Board
13. Attends regular meetings – staff, health and safety, etc...
14. Supervises maintenance of all District owned equipment and develops plans for preventive maintenance
15. Authorizes transportation payroll, monthly
16. Makes recommendations for the formation of the operating budget and monitor the department expenditures to maintain a balanced budget
17. Submits all reports required by state authorities
18. Promptly report all driver and parental complaints concerning student decorum and infractions to the Building Principal
19. Assist in interviewing candidates for employment
20. Coordinate the purchase of parts and supplies needed for vehicles and insure that all are accounted for
21. Assumes any additional responsibilities as assigned by the Assistant to the Superintendent – Operations and Finance
22. Aware of the BWSD's Crisis Response Plan
23. Emphasizes the need for objective, timely documentation when submitting vehicle loss and student accident reports
24. Flexible and able to tolerate many types of situations and personalities

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent travel to School District offices and buildings
- Frequent walking throughout various buildings
- Often sitting at desk for extended periods
- Standing for limited periods of time
- Moderate lifting from 15 to 30 pounds
- Some carrying – up to 30 pounds
- Manual dexterity to use office equipment

- Repetitive movement of fingers and hands for keyboarding

SENSORY ABILITIES:

- Visual acuity to read correspondence, computer screen
- Auditory acuity to be able to use telephone, cell phone, regular communication with staff, facilitate staff meetings
- Ability to speak professionally, clearly and distinctly

WORK ENVIRONMENT:

- Office setting
- On-site with bus, as needed

TEMPERAMENT:

- Ability to work as a leader and a member of a team
- Must be courteous and able to effectively manage people
- Must be cooperative, congenial and service-oriented, and promote these qualities in the department
- Ability to work in an environment with frequent interruptions

COGNITIVE ABILITY:

- Ability to follow written and verbal directions and give directions to others
- Ability to create and delegate assignments
- Ability to complete assigned tasks with minimal supervision
- Ability to read, write and do complex computations
- Ability to use correct grammar, sentence structure and spelling
- Ability to compose clear, concise sentences and paragraphs
- Ability to organize office setting to efficiently accomplish tasks
- Ability to work independently and make work-related decisions
- Ability to exercise good judgment in prioritizing tasks and directing staff
- Ability to communicate effectively at all organizational levels

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

12 month work year. Workdays, salary, and benefits are established in accordance with the provisions of the Act 93.

EVALUATION:

Performance of the job will be evaluated at least annually.

ACKNOWLEDGEMENT:

In signing this job description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

EMPLOYEE SIGNATURE: _____ **DATE:** _____