

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0360  
Pay Grade: C11

FLSA: Exempt

<b>DIRECTOR, TRANSPORTATION</b>
<b>REPORTS TO:</b> Chief Operations Officer
<b>SUPERVISES:</b> Administrative Staff Professional, Technical, Supervisory Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Transportation Systems Management, Public Administration or similar field 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.
<b>PREFERRED:</b> Master's degree from an accredited college or university in Transportation Systems Management, Public Administration or similar field with course work in Public Transportation.
<b>MAJOR FUNCTION</b>
Position performs administrative work in the planning, organizing, coordinating, directing and evaluating of the Transportation Department operation.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Continuously evaluates and improves all areas of the transportation program.</li> <li>• Organizes, coordinates and directs appropriate in-service training programs for bus drivers.</li> <li>• Establishes and continuously evaluates bus routes, bus schedules and bus operations for students, in the interest of safety and of effective, timely operations.</li> <li>• Plans special bus services for non-scheduled trips, requested by various schools in support of student activities.</li> <li>• 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.</li> <li>• Prepares and administers the department's budget.</li> <li>• Directs and supervises State Inspection Station for school buses.</li> <li>• 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.</li> <li>• Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws.</li> <li>• Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance.</li> <li>• Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate.</li> <li>• Performs other related duties as assigned.</li> </ul>

**DIRECTOR, TRANSPORTATION**

**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: 3/82; TITLE BOARD APPROVED: 12/12/84; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: FORMAT, RT, MQ, ER, 12/07/23 PT; BOARD APPROVED: 01/23/24

**DIRECTOR, TRANSPORTATION**

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				

Director, Transportation – Admin