

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****TRANSPORTATION OPERATIONS GENERAL MANAGER****SALARY SCHEDULE: ADMINISTRATIVE J****COST CENTER: TRANSPORTATION SERVICES (9030)****QUALIFICATIONS:**

- Supervisor of Pupil Transportation certification from National Association of Pupil Transport (NAPT) or equivalent transportation training and experience as determined by the Director of Transportation.
- Possess or ability to possess a valid state of Florida Commercial Driver's License Class B with P & S endorsements within 6 months of employment.
- Minimum of five (5) years of administration/leadership experience. Experience in Transportation preferred.
- Possess good people and customer service skills.
- Completion of an internal leadership development program within the first year of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

The operations general manager is responsible for all school bus operations within the district. The operations general manager must continually analyze pupil transportation services to provide improved service, safe, efficient, economical use of transportation resources, and must be aware of all federal, state, and local rules and regulations.

REPORTS TO:

Director of Transportation

JOB OBJECTIVE:

To utilizing extensive knowledge of transportation logistics and school district policies to ensure the safe, efficient, and timely coordination of school bus routes. Lead a team of dispatchers in providing reliable communication and problem-solving support to drivers, parents, and school staff. Assist the Director in fostering a well-organized, responsive transportation operation that prioritizes student safety and enhances overall customer service.

SUPERVISES:

Dispatchers
Utility Drivers
Training Supervisor

PERFORMANCE RESPONSIBILITIES:

- Manage District transportation operations in the absence of the Director and Assistant Director.
- Oversee the scheduling and dispatching of school buses for daily routes, ensuring timely departures and arrivals.
- Supervise routing operations including time sheets, extra duty assignments, overtime, and other activities.
- Supervise and guide the routing operation to ensure routing practices that maximize effectiveness and efficiency of school bus routes.
- Collaborate with school administrators to coordinate transportation services for field trips and special events.
- Track bus locations and operations throughout the day to ensure efficient service and safety.
- Ensure all transportation activities comply with state and federal regulations, as well as district policies.

TRANSPORTATION OPERATIONS GENERAL MANAGER (Continued)

- Keep accurate records of all bus routes, schedules, and changes, including ridership data.
- Supervise bus drivers and other transportation staff, providing guidance, training, and performance evaluations.
- Handle any incidents or emergencies involving buses, including accidents, breakdowns, and delays, coordinating necessary responses.
- Assist in the development and implementation of transportation policies and procedures.
- Address parent inquiries and concerns regarding transportation services, schedules, and safety issues.
- Organize and conduct safety training sessions for drivers and staff to ensure compliance with safety regulations.
- Coordinate with maintenance staff to ensure all buses are properly maintained and in good working order.
- Review transportation data to identify trends and areas for improvement in service delivery.
- Develop and implement emergency response plans for various transportation scenarios.
- Utilize transportation management software to optimize routing and scheduling processes.
- Assist in the preparation and management of the transportation budget, tracking expenditures and cost-saving measures.
- Manage relationships with contracted transportation services, ensuring compliance with district requirements.
- Regularly evaluate and adjust bus routes based on changes in student enrollment or community needs.
- Participate in district meetings to discuss transportation needs, issues, and updates with other administrators.
- Research and recommend new technologies to enhance transportation operations, such as GPS tracking systems.
- Ensure that transportation services meet the needs of students with disabilities or special requirements.
- Promote a culture of safety within the transportation department, encouraging best practices among staff.
- Develop and implement training programs for new drivers and staff on policies, procedures, and safety protocols.
- Manage any necessary adjustments to bus routes due to road closures, construction, or weather conditions.
- Participate in the recruitment and hiring process for new transportation staff, including drivers and dispatchers.
- Conduct regular performance evaluations of bus drivers, providing feedback and identifying areas for improvement.
- Resolve scheduling conflicts that may arise with bus routes or transportation services.
- Engage with the community to promote positive relations and gather feedback on transportation services.
- Work with local law enforcement and emergency services to develop safety protocols and respond to incidents.
- Monitor and analyze ridership trends to make informed decisions about bus routes and service levels.
- Generate regular reports on transportation metrics, including on-time performance, ridership, and incidents.
- Collaborate with district planners to accommodate future growth in student enrollment and transportation needs.
- Explore and implement environmentally friendly practices within the transportation department.
- Regularly inspect bus facilities and equipment to ensure compliance with safety standards.
- Oversee communication systems between dispatch and drivers to ensure real-time updates and information sharing.
- Pursue ongoing professional development opportunities to stay informed about best practices in transportation management.
- Perform all other tasks as assigned by the Chief Operations Officer, Director, and Assistant Director.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

TRANSPORTATION OPERATIONS GENERAL MANAGER (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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 those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08