

## Job Description: Director of Transportation and Safety



### **Position Title:**

Director of Transportation and Safety

### **FLSA Status:**

Exempt

### **Salary Grade:**

SG21

### **Pay Grade:**

### **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

### **Custom Job Purpose:**

This position exists to perform highly responsible administrative work in the management of the Transportation Operations, routing, and field trip offices.

### **Essential Functions of this Job**

Directs the transportation operations, routing, and field trip offices. Assists in the review and adjustment of school attendance zones related to transportation. Coordinates with school personnel, other administrative offices, and the community in establishing bus routes, bus stops, and transportation needs. Establishes and maintains administration guidelines and division policies. Develops and maintains the department's operational budget. Conducts pre-employment interviews for operational staff. Conducts annual performance appraisals and recommends appropriate employment actions. Works with state and federal agencies about transportation-related issues.

### **Non-Essential Functions of this Job**

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Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Thorough knowledge of school bus operations, School Board Policies, Florida Statutes, and training programs related to school transportation. Ability to plan, schedule and supervise the work of subordinate clerical, technical, and management staff. Thorough knowledge of automated information systems and considerable knowledge of mathematics and statistics. Significant understanding of GIS programs and GPS systems. Ability to express ideas clearly and concisely, orally and in writing. Significant understanding of rules and regulations of the School Board, State Board of Education, and state and federal laws related to transportation. Bilingual/biliterate preferred.

### **Education, Experience, and Certification/License Requirements**

Graduation from an accredited college or university with a bachelor's degree. Ability to obtain Vocational certificate in School Bus Driver Training. At least five years of experience in school transportation or related supervisory experience. Appropriate valid State of Florida Driver's License.

### **Work Context:**

Requires sitting and some standing, walking, and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and teams. Alternative communication systems include electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires making decisions that affect other people, the financial resources, and the image and reputation of the System. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts and with the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires sitting for much of the day, and the ability to lift, carry, move, and position objects infrequently weighing up to 20 pounds.

**Local Code: 9000**

**EEO5:**

**Approval Date:**

**Date Last Revised: 04/14/2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.