

**Vail School District  
Job Description**

**Job Title: Assistant Director of Transportation**

**Department:** Transportation

**Reports To:** Director of Facilities and Transportation

**Level:** 24

**FLSA Status:** Exempt

**Approved Date:** January 24, 2012

**SUMMARY**

Manages all aspects of transportation services. Providing information serving as a resource to District administrators; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with District policies, as well as all relevant guidelines, codes, regulations, and laws; and supervising and directing assigned staff.

**Essential Duties and Responsibilities** include the following. Performs other duties as assigned.

Assesses incidents and complaints, (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation.

Collaborates with internal and external personnel, including public agencies, parents, transportation regulation agencies, vendors, etc., for the purpose of implementing and/or maintaining District transportation services and programs.

Develops and monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, any revenues are appropriately recorded, expenses are within budget limits and procurement/fiscal practices are followed.

Establishes and maintains system to keep transportation records and submit reports as required or requested.

Implements procedures that maintain safety standards in compliance with District policy, state and federal laws, and insurance regulations.

Ensures that transportation operations are supportive of the District's instructional and extracurricular programs and goals.

Demonstrates support for the District's student management policies and procedures. Directs ongoing programs and training to ensure all transportation staff are using proper student management techniques.

Facilitates and/or participates in meetings, trainings, and workshops to identify issues, develop recommendations, support other staff, and serve as a District representative.

Inspects all aspects of District transportation services to ensure that transportation activities are completed efficiently, safely, and within regulatory requirements.

Oversees vehicle preventative maintenance programs and repair services to ensure school vehicles are maintained in a safe and effective operating condition.

Performs personnel functions, including evaluating job descriptions, interviewing, hiring, evaluating performance, supervising, counseling, disciplining, training, etc., to maintain adequate staffing, enhancing

productivity of personnel and achieving department objectives within budget.

Prepares a variety of written materials, including bid specifications, correspondence, memos, reports, procedures, budgets, etc., to document activities, provide written references, and/or to convey information.

Responds to emergency situations during and after standard hours in order to resolve or assist with immediate safety concerns.

Assist with maintaining district and school Emergency Action Plans.

Keeps informed of the latest trends, developments, laws, regulations, and products in all areas of responsibility.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities** – Supervises all transportation staff, including bus drivers, monitors, mechanics, office staff, and substitutes.

**Education and/or Experience** – Minimum four years experience in a similar position. Bachelor's degree in transportation, operations management, public administration, or similar field. Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Facilities and Transportation.

**Certification, Licensing, Registrations** – Must maintain First Aid and CPR certification. Must also hold valid Arizona driver's license.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

**Computer Skills** - To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

**Communication/Oral/Written** - Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to administration, the governing board, district staff, and members of the community.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds District values.

**Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions. Understands business implications of decisions; displays orientation to fiscal responsibility. Works within approved budget; develops and implements cost saving measures; conserves District resources.

**Management Skills** - Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluates results; Effectively influences actions and opinions of others; Accepts feedback from others. Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Solicits and applies customer/employee feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills. Demonstrates accuracy and thoroughness. Delegates work assignments; Matches the responsibility to the person.

**Mathematical Skills** - Ability to work with arithmetical calculations using addition, subtraction, multiplication and division. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Follows policies and procedures

**Reasoning and Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Physical Demands** The physical demands described here are 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. While performing the duties of this job, the employee is regularly required to walk; reach with hands and arms and talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to hot, windy, wet and/or humid conditions; and fumes or airborne particles. The noise level in the work environment is usually moderate but may sometimes be loud.