

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6822  
Pay Grade: C04

FLSA: Exempt

**MANAGER, TRANSPORTATION AREA**

**MAJOR FUNCTION:**

Responsible for the overall routing, scheduling, budgeting, and daily operations necessary to provide safe, efficient and effective transportation services within a given area of the county and to all schools and students served therein. Manages Supervisors, Transportation Field Operations who have direct supervisory responsibility for the driver corps; Coordinators, Transportation Routing and Scheduling who route and schedule buses for their assigned portion of the transportation network; and the dispatch center. This position is also responsible for ensuring that all Federal, State and local laws, rules, regulations and policies are strictly enforced. Exercises discretion and independent judgment.

**DUTIES AND RESPONSIBILITIES:**

- Plans, organizes and manages the pupil transportation services for an area of the county directly and through subordinate staff.
- Coordinates major program activities, route program planning, Florida Educational Finance Plan (FEFP), etc. with peers and director to ensure department-wide work programs are completed on time and within budget.
- Directs and monitors the overall assignment and utilization of equipment and human resources assigned to ensure compliance with all Federal, State and local laws, rules, regulations, and policies in such a manner as to maximize safety, customer service and cost effectiveness.
- Directs and monitors the training/retraining and development of all personnel within the area, and coordinates with department and district staff to ensure training and development work is successful for both employees and the district.
- Manages the evaluation process for all employees within the area to ensure they are fair, effective and timely.
- Makes recommendations that are given particular weight to hire or fire employees.
- Participates/approves in the retain/release decisions made on all probationary employees.
- Administers union contract compliance for all covered employees in area. Works with the Office of Professional Standards (OPS) to ensure consistent application of School Board policies.
- Works with supervisors, coordinators, peers, schools, parents and drivers to resolve safety, student management and scheduling problems to provide safe, efficient and effective transportation services.
- Monitors safety, customer service, cost and operational measurements and takes all actions necessary to ensure they meet agreed upon goals/targets within the area.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Associates degree in business or public administration or related field or equivalent college-level course work. Five (5) years experience in progressively more responsible positions in school transportation or municipal/governmental operations in a large fleet operation (100+ buses) including three (3) years of first level/front line supervisory responsibility. Demonstrated skills and ability to communicate effectively in both oral and written communications. Demonstrated ability to use commonly available office software applications (e.g., email, word processing, spreadsheets, etc.). Possession of a valid State of Florida Class E driver's license.

## **MANAGER, TRANSPORTATION AREA**

### **PREFERRED:**

Bachelor's degree in business or public administration. Second level or higher supervisory experience in transportation (school district, public or contractor) or related field. Demonstrated ability to analyze and solve complex business problems. Possess and maintain a valid Florida class "B" commercial driver's license with passenger and school bus endorsements.

ISSUED: 12/08/04; BOARD APPROVED: 2/22/05; PQ's REVISED: 7/08 RAS; BOARD APPROVED: 10/29/08

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.

**MANAGER, TRANSPORTATION AREA**

| <b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>   | Seldom<br>Or<br>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 keyboard to enter and transform words or data   |                       |         |        |       | X      |
| 21. Using a video display terminal  |                       |         |        |       | 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                     |         |        |       |        |

Manager, Transportation Area – P/T/S