

FAIRFIELD PUBLIC SCHOOLS

Title: Transportation Director

Job Purpose Statement: The Transportation Director administers and coordinates the details of public and non-public school, extracurricular, special education and school mail transportation involving contracted bus services. The Transportation Supervisor is responsible for determining pupil eligibility within Board of Education policies and to plan and prepare safe and efficient routes. Work is performed under established policies and procedures. Work is reviewed by verbal and written reports and observations of service.

Supervision Received: Receives general supervision from Executive Director of Operations, performs tasks independently within general work assignment. Receives guidance from the Executive Director of Finance for budgeting, bidding and finance accountability matters.

Supervision Exercised: Provides supervision to clerical staff as well as to special education bus drivers.

Essential Job Functions: Efficiently schedules bus routes and stops using contracted buses to their fullest potential while constructing the safest, most efficient routes with the ability to change and update these routes depending on the needs of eligible ridership.

Plans and prepares bus routes including time schedules and stops, number and size of buses required, number and size of loops required and prepares bus lists.

Provides dispatching and scheduling of all special education vehicles.

Effectively communicates with the public, school administrators and bus contractors. Objectively confronts controversial issues/situations and addresses them quickly and decisively. Resolves all complaints and concerns on a daily basis.

Periodically checks condition of buses for safety and reports need for repair and improvement to the contractor, including special needs for safe operation on snow and ice.

Implements action and maintains necessary records to ensure compliance of transportation contracts with contractors.

Prepares and administers the transportation budget, authorizes purchases and reviews contractual invoices monthly.

Evaluate all extra-curricular transportation requests, and confirm registration, insurance, and other necessary background as appropriate.

Implements, maintains and conforms to all federal, state and local laws, regulations, safety standards and insurance regulations regarding school transportation.

Makes regular field inspections of buses and bus routes to see that schedules are being maintained, stops are being made and that buses are being operated in a safe manner.

Works with transportation providers and the police department to ensure compliance with established accident procedures following a bus accident or other school-related emergency.

Maintains a system of communication with all schools in order to secure information relative to transportation concerns.

Coordinates schedules for field trips, athletic events and extracurricular activities as requested by school staff.

Develops and implements inter-school delivery schedules for mail, films, books, supplies and materials for the schools system.

Attends Board of Education Meetings or other town meetings as requested.

Develops recommendations for future bus needs based on student enrollment projections.

Assists and supports the school staff in resolving discipline problems occurring on the school buses (students and employees).

Responds to all public inquiries concerning school transportation.

Incidental Job Functions: The Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Interacts with school principals on an as needed basis.

Knowledge, Skills and Abilities: Extensive knowledge of Connecticut Department of Motor Vehicle and Connecticut Department of Education Regulations as they pertain to the transporting of children on school buses. Extensive knowledge of safety precautions and prevailing statutes. Strong computer skills, proficient in Microsoft Office as well as basic knowledge of Versa Trans bus scheduling software. Ability to develop reports relating to all aspects of transportation. Ability to develop an operating budget based on the transportation contract. Skilled in processing parental inquiries and service requests. Excellent customer service skills are required as well as the ability to render consistent, fair and practical decisions that support Board of Education policies.

Minimum Qualifications Preferred: Two-year Associates degree or equivalent preferred. A minimum of seven years experience in transportation, with minimum of two years in a supervisory capacity preferred. Knowledge of the principles, methods, techniques and practices relating to public school transportation. Experience as a dispatcher and driver, having serviced public, non-public and special education students, is preferred. Connecticut Class B, commercial, driver's license with passenger and school bus endorsement preferred; a good driving record a must. Knowledge of Connecticut motor vehicle laws and applicable regulations. Connecticut school bus trainer's certificate preferred. Ability to

work effectively, and communicate effectively, with the public, school administrators, staff, contractors, parents and others.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screens as well as some light to medium Lifting. Some degree of stress in interacting with staff members, the public, and dealing with confidential information.

Bulletin: The job of Transportation Supervisor requires a responsible person to administer a large transportation program for the Fairfield Public School System to meet its requirements of the instructional program and extra curricular activities.

Terms of Employment: 12 Month Position
Salary commensurate with experience-\$75,000 up to \$90,000

Filing Date: **May 3, 2019**