



Title:	Executive Director of Transportation
Reports to:	Assistant Superintendent of Administrative Services
Terms of employment:	Exempt
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Exempt

Nature of Work

Under the direction of the Assistant Superintendent of Administrative Services, this position plans, directs, manages, facilitates and supports the day to day zone bus route operations within the district. Ensures service is provided within the guidelines of the Board of Education, Local, Federal and NC State Board of Education policy. Assists in providing general leadership guidance while promoting a productive workplace environment through shared goals, mutual respect, employee recognition, and equal opportunity. Ensures policies and procedures are updated and compliance of written operating procedures are provided to the Transportation Supervisor and other transportation staff.

Provides daily oversight, guidance and coaching to zone supervisors on school bus routes, school bus safety, bus driver training, timecard documentation, personnel counseling and evaluation. Responds to all service concerns on behalf of the district and department. Recommends strategies and solutions for improvements to the Assistant Superintendent of Administrative Services. Responds to accidents and ensures timely reporting of all accident reports to administrative offices. Establishes a solid working knowledge of school bus transportation department responsibilities and governing regulations.

Qualifications and Licensure

- Baccalaureate degree from an accredited four-year college or university
- 5 years or more of experience in Transportation Services
- Thorough knowledge of federal, state, and local regulations pertaining to transportation
- Exceptional oral and written communication skills

Duties and Responsibilities

- Use skill to resolve conflicts with district administrators, teachers, staff, and parents.
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
- Assists with interviewing driver candidates and makes appropriate employment recommendations to the Human Resources Dept.
- Attends meetings, conferences and workshops regarding new technology, equipment and professional development as directed by the Assistant Superintendent of Administrative Services.
- Responsible for establishing effective relationships with district administrators, principals, parents, and the public.

- Represents the Transportation Department on various project teams and committees as assigned.
- Meets with principals, teachers, parents and school bus drivers to discuss student discipline, specifically with respect to strategies to improve school bus safety.
- Ensure that transportation operations are supportive of the instructional goals of the district.
- Ability to exercise tact and courtesy in frequent contact with employees, agency representatives, and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Thorough knowledge of the principals, practices, and applications of budgeting and accounting.
- Considerable knowledge of the principles and practices of transportation management to include knowledge of federal and state and local laws, rules and regulations governing transportation operations.
- Considerable knowledge of organization, functions and programs of the Transportation Department.
- Considerable knowledge of the current literature, trends, and developments in the field of transportation management.
- Working knowledge of the Transportation Information Management System (TIMS).
- Working knowledge of popular computer-driven word processing, spreadsheets, file maintenance, common office machines, and graphic programs.
- Ability to effectively express ideas orally and in writing. Ability to make oral presentations before large groups of people.
- Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.
- Direct process to communicate routes to drivers and follow-up to ensure route accuracy.
- Assist in the safe, efficient, and economic daily operation of the Wilson County Schools Transportation Services.
- Any other duties as assigned by the Assistant Superintendent of Administrative Services.

Physical Requirements (if applicable)

- Must be able to physically perform the basic life operational functions needed to fulfill required job duties.

Special Requirements (if applicable)

- Maintain a valid Commercial Driver's License

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.