



Transportation Manager Job Description

SUMMARY: Under basic supervision of the Superintendent, performs skilled maintenance, repairs, and adjustments on Hillsboro Public School (HPS) vehicles and equipment, in accordance with all safety regulations and procedures. Organizes and operates school bus and athletic practices and game routes to and from school and special events; provides safe and secure transportation service to students.

ESSENTIAL FUNCTIONS -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise route drivers
- Drives students to and from school and special events; duties may vary according to job assignment.
- Monitors and assists students, and enforces HPS policies and rules of conduct; reports behavior issues and other concerns to supervisor; completes all required written reports.
- Performs daily vehicle inspections, assures the bus is operating correctly, and identifies vehicle problems requiring additional maintenance and repair.
- Reports safety hazards, equipment problems, and emergency situations.
- Conform with all state and federal regulations regarding transportation and maintenance.
- Maintain safety standards in conformance with state and insurance regulations and develop a program of preventative safety.
- Recruit, train, and supervise all transportation personnel, and assist district office in hiring, promoting and releasing of these employees.
- Advise the superintendent on road hazards for decision on school closing during inclement weather.
- Review specifications and make recommendations and bidding of purchasing for new busses.
- Prepare district bus routes with district office.
- Make purchases and forward all invoices to the business manager.
- Submits all required reports.
- Performs repairs and preventive maintenance on Hillsboro School vehicles, buses, and equipment and area school buses.
- Works independently, and makes appropriate decisions based on experience; performs work within scope of authority and training, and in compliance with HPS policies and quality standards.
- Diagnoses and repairs machinery and equipment, including mechanical and electrical systems, motors, and components; uses technical manuals, electronic diagnostic tools, and computer equipment to diagnose and correct problems; inspects vehicles to verify safety standards are met.
- Continuous upkeep and cleanliness of shop.
- Supports the relationship between the Hillsboro Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors,

and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND four years of experience in vehicle and equipment repairs, including school bus repairs; OR an equivalent combination of education, training and experience. Experience working with children is desirable.

Knowledge of:

- HPS policies and procedures.
- Methods, tools, and equipment used in the repair of vehicles, equipment, and components.
- City, state and federal safety rules and regulations, occupational hazards and safety precautions.

Skill in:

- Operating school transit vehicles in a safe manner, in compliance with all traffic laws, District policy and procedures, and state and local regulations.
- Inspecting, diagnosing and repairing mechanical, brake, fuel and electrical problems in a wide variety of vehicles and equipment.
- Performing computerized diagnostic tests and calibrations on vehicle components and equipment.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relations with co-workers.
- Organizing drivers for route and athletic activities and events.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Commercial Driver's License is required AND CDL School Bus Endorsement bus license. First aid training is preferred and may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors at HPS facilities and repair shops; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires. Work is performed in a transit vehicle in a traffic environment, with moderate physical requirements; may be required to lift and move items weighing up to 50 pounds. This is a safety sensitive position subject to drug and alcohol testing according to federal regulations.