



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Transportation Director

Qualifications:

- A degree in Business Management, Logistics or related field
- Minimum of three years' experience in management of Pupil Transportation
- Working knowledge of vehicle maintenance, repair and operations
- Maintain 7D license
- Knowledge of all State Public Safety Department and Registry requirements for drivers and vehicles.
- Demonstrated ability to work as an effective team leader.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required..
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures

Evaluated by: The Assistant Superintendent of Finance and Operations

Job Goal: Under the supervision of the Assistant Superintendent of Finance and Operations, schedules and provides the safe and efficient transportation of students and oversees the maintenance of a fleet of vehicles. In coordination with the Director of Business and Accounting Services, provides the supervision of the Financial Transaction Assistant.

Work Year: 12-month position

Salary/Benefits: According to the WEA Unit E contract

Performance Responsibilities:

- Manage all phases of transporting students. This includes administration of all contracts with outside contractors, use of school-owned vehicles, establishment of bus routes, allocation of student bus passes, student eligibility, etc.
- Maintains a complaint compliance system.
- Conducts period contract compliance reviews.
- Recommends policy formulation for School Committee consideration relative to transportation.
- To operate the Transportation Department in a safe, cost effective manner; in accordance with the school budget and to constantly seek best practices.
- Supervise maintenance and operation of all school-owned vans and other related duties including the coordination of preventive maintenance and vehicle inspection with the Registry, consult on the purchase of new or used equipment.
- Serve as substitute van driver in emergency situations.
- Participates in Safety Council meetings.
- Coordinates evacuation drills for students.
- Personnel Administration: conduct safety and other related training courses for school van drivers, interview applicants for transportation positions, track license renewals, pre-employment and annual physicals and other compliance requirements, maintain all employment attendance records (overtime, sick time, etc).
- Coordinate bus safety for students.
- Keep current with Pupil Transportation trends by attending conferences and meeting with other Transportation Directors etc.
- Assist in preparation of school budgets, state reports, etc.
- Prepare bid specification development for purchase, lease and contracting of vehicles.
- Maintain electronic and paper records of all students transported.
- Prepares state and federal reports. Assists the Assistant Superintendent with enrollment forecasts.
- Be available or provide coverage on a 24 hour per day, 7 day per week for emergencies (vehicle and building).
- Arrange transportation through private service vendors for out-placed special education and vocational students.
- Arrange transportation for students determined to be homeless who attend Wellesley Public Schools.
- Performs other related duties as directed by the Superintendent of Schools or the Assistant Superintendent of Finance and Operation.

Essential Functions of the Job:

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 sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

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.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

School Committee Approval Date: 12/8/2020