

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
MANAGER OF TRANSPORTATION

QUALIFICATIONS:

- Must have at least three years' management experience
- Possess a Class A or B license and qualify for a School Bus Driver's license
- Be able to organize work tasks efficiently and assign such tasks to the appropriate transportation department employees

REPORTS TO:

Manager of Business Operations

RESPONSIBILITIES:

1. Oversee the Dispatcher with recruiting and training staff of bus drivers and alternate drivers.
2. Plan and schedule all bus routes for transporting students to and from school, as well as all additional student transportation for late buses, athletics, work projects, field trips, etc.
3. Provide for the mandatory trainings for all drivers in the District.
4. When necessary, serve as the Dispatcher and complete all daily dispatcher duties.
5. Conduct an annual needs assessment of equipment; develop specifications for vehicles to be acquired, recommend buses, other required vehicles, and equipment for purchase necessary for maintaining a safe, adequate fleet.
6. Provide for, schedule, and supervise the maintenance and reconditioning of all school vehicles so that school-year operation is not interrupted; this includes ordering all necessary replacement parts to ensure that all vehicles are available for use.
7. Contract with private transportation companies, if indicated.
8. Maintain records and complete the necessary forms for reporting mileage and student ridership data to the Department of Elementary and Secondary Education to ensure District eligibility for state reimbursement of transportation costs.
9. Supervise the driving performance of drivers on the job with the assistance of the Dispatcher.
10. Maintain attendance data and timesheets for submission to the Business Office.
11. Prepare the annual budget for the Transportation Department and submit to the Manager of Business Operations.

12. Accept additional responsibilities not inconsistent with the position when assigned by the Superintendent-Director or Manager of Business Operations.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The Transportation Manager will be available before and after school on days school is in session, as well as on evenings and weekends when buses are on the road for athletics or field trips.
- 2 . Salary, work days and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.