



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

## Assistant Director of Transportation

**FLSA Status:**

Exempt

**Qualifications:**

BS or BA in education, business or related disciplines, or demonstrated qualified experience required. Valid Missouri CDL Class B or higher with a "P" and "S" endorsement and any certification as the Board of Education may find acceptable. Familiar with best known practices of school bus routing, transportation management and resource utilization. Knowledge of Transfinder Routing system preferred.

**Experience:**

Job related experience with increasing levels of responsibility.

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**

Range B1

**Reports to**

Director of Transportation

**Terms of Employment**

Twelve months, salary and work year to be established by the Board of Education. Benefits according to Board policies.

**Purpose Statement**

Responsible for assisting the Director of Transportation with the development and operation of the Transportation Department. The primary goal is to assist in the overseeing of the department to follow operational regulations and procedures developed, and that the District complies with all Federal and State regulations and Board of Education policies.

Assist with the administration of the fiscal budget; supplies and equipment, safety standards, recommending the hiring of transportation personnel and assisting in the supervision of the daily transportation functions.

**Essential Job Functions**

- Assist the Director of Transportation with the daily decisions regarding the operation of the Transportation department.

- Assist in the development of assigned work schedules.
- Assist in the planning and organization of professional development and training activities.
- Assist with the coordinating schedules for the educational and athletic field trips.
- Assist the Director of Transportation to recruit, interview, and hire qualified individuals for the transportation department.
- Maintain effective communication with district administrators, staff, students, parents, and community members.
- Support building principals in the analysis and solution of transportation ridership issues.
- Utilize Transfinder and Transportant in creating and maintaining routes in conjunction with School Bus Router.
- Participates in the development and periodic reviews of pupil transportation operational rules, regulations, and procedures of the district.
- Assist in maintaining an accurate district map with individual school attendance boundaries.
- Assist in the creation of annual reports.
- Ability to work to implement the vision and mission of the district.

### **Other Job Functions**

- Participates in professional conferences, in-service sessions, etc. to keep abreast of current practices.
- Operates transportation in accordance with Federal and State Department guidelines and local Board of Education regulations and policies.
- Attends meetings as required.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and performs in a professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Complies with good safety practices.
- Complies with all district rules, regulations, and policies.
- Performs other tasks and assumes such other responsibilities as the Director of Transportation may assign.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; bus routing and dispatching; codes/laws/rules/regulations/policies; and safety practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and effective communication skills.

### **Physical Demands**

The employee must be able to sit for long periods of time. Occasionally walk and stand. Frequently bend and twist the torso and neck. Frequently use repetitive arm, wrist and hand movements. Occasionally lift up to 75 pounds. Use close, distance, and peripheral vision as well as depth perception.

### **Conditions and Environment**

The individual who holds this position must be willing to work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Will often work in an area with a high noise level including engine noise and the sound of many children speaking.