



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Assistant Director of Transportation
Payroll/Personnel Type:	12 Month
Job #:	XXXX
Reports to:	Director of Transportation
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$115,000

Position Summary:

This position assists the Director of Transportation in directing the operational, personnel, and financial activities, coordinating, and organizing the Transportation Department. It is responsible for overseeing daily operations, ensuring compliance with regulatory standards, and implementing strategies to enhance transportation efficiency and effectiveness.

Essential Functions:

- Collaborate with the Director of Transportation to develop and implement transportation policies, procedures, and operational plans.
- Assumes operational leadership of the department in the absence of the Director.
- Monitor and evaluate daily transportation activities, including route planning, driver assignments, and vehicle maintenance, to ensure smooth operations.
- Oversees the preparation of the mileage reports throughout the year for State reimbursement.
- Stay informed about federal, state, and local regulations about student transportation and ensure compliance with all applicable laws and standards.
- Ensures Contractor compliance with operations-related contractual requirements.
- Monitors the performance of Contractors while delivering transportation services for students.
- Provide leadership and guidance to transportation staff, including bus drivers, mechanics, and administrative personnel.
- Participates in the preparation of specifications for the purchase of new buses and equipment and other contracts related to transportation services.
- Assist in planning attendance zones and transportation routes for new schools.
- Develop and deliver training programs to enhance the skills and knowledge of transportation staff members, with a focus on safety, customer service, and operational efficiency.
- Plans, organizes, coordinates, manages, and directs the dispatching and operation of student transportation, and the District's vehicle maintenance program
- Participate in community outreach initiatives to promote awareness of transportation services and gather feedback for continuous improvement.
- Address concerns and inquiries related to student transportation in a timely and professional manner.
- Coordinate with all principals concerning driver performance.
- Conduct performance evaluations and provide feedback to staff members to support their professional growth and development.
- Other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities:



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- Knowledge of bus vehicles, repairs, and energy management
- Ability to manage budget and personnel
- Demonstrate very strong interpersonal and communication skills.
- Demonstrate very strong computer skills.
- Demonstrate problem-solving abilities.
- Must have the ability to work under challenging circumstances.
- Demonstrate organizational skills.
- Demonstrate customer service skills.
- Demonstrate initiative and a sense of urgency to get things done.
- Recognize and protect confidential information.
- Ability to work with a variety of personalities, often in difficult circumstances.
- Good negotiating skills, and ability to develop consensus while working with a group.
- Requires field work the majority of the time on duty.
- Ability to read, understand, and apply contracts, laws, ordinances, rules and regulations, and technical manuals.

Experience:

- Leadership experience in school transportation operations, including supervisory and/or training
- Valid Commercial Driver's License (CDL) and School Bus Driver Certification. Possess knowledge of the internalized model of contracted pupil transportation. Experience in managing a garage. (preferred)

Education:

- Bachelor's Degree (required) **OR**
- 10 + years of leadership experience in school transportation operations, including supervisory and/or training responsibility is required.

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Must possess a valid driver's license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

_____ Employee	_____ Date	_____ Date
_____ Immediate Supervisor	_____ Date	
_____ Human Resources	_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.