



## TRANSPORTATION DIRECTOR

Job Description  
June 22, 2010

### Position Summary

Perform responsible administrative work directing and reviewing the operations of the Transportation Department of the District.

Provide leadership in the planning and execution of a District-wide Transportation vision, goals and initiatives that support the mission and strategic plans of Saint Paul Public Schools (SPPS).

Provide leadership in planning, implementing, maintaining and improving the Transportation function.

### Reporting Relationship

Report to the Executive Director of Operations.

### Responsibilities

The essential functions include, but are not limited to the following fundamental duties:

Develop and establish operating policies and protocols for Transportation procedures. Communicate these policies and procedures to all District users.

Provide full profit and loss oversight to ensure efficient services and customer satisfaction; develop or review the development of budget estimates for operations; review and approve expenditures within an approved budget.

Direct and manage Transportation strategic plans, policies, programs, data integrity and schedules to accomplish the goals and objectives of SPPS as outlined in the Strategic Plan.

Establish procedures to continually and consistently assess and evaluate the overarching operations of Transportation to recommend and implement continuous improvement enhancements.

Advise the District senior leadership team on strategic Transportation initiatives in support of the District's business and educational goals and objectives.

Interact with District managers in all departments on internal and external operations that are impacted by Transportation.

Review major contracts for Transportation services and equipment.

Identify and assess emerging information/logistics technologies to be assimilated, integrated and introduced for Transportation within the District.

## **TRANSPORTATION DIRECTOR**

### **Responsibilities (continued)**

Establish and implement short- and long-range departmental goals, objectives, policies and operating procedures.

Serve on planning and policy-making committees.

Assist in identifying funding sources for Transportation; assist with the preparation of various grant-writing activities directed at private, state and federal sources.

Implement Board of Education policies as related to Transportation.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Manage all aspects of the Transportation department and supervise department staff.

Develop and administer a record keeping system of contractor compliance and route operations problems.

Negotiate contract with representatives of schools to provide Transportation services.

Direct the preparation of studies and reports as requested by administration.

Develop and monitor Transportation safety and training programs to ensure compliance with District policies.

Develop protocols for Transportation for special events, emergencies, early closings and field trips.

Direct the development of route bid books.

Mediate and attempt to resolve disputes between schools and Transportation providers.

Perform other related duties as assigned.

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

Considerable knowledge in the areas of managing Transportation operations, Transportation safety, and contracting for Transportation services.

Thorough knowledge of state laws, Board of Education policies and regulations regarding student Transportation.

Thorough knowledge of administrative and managerial principles.

Considerable ability to plan, direct, delegate and evaluate the work of others.

Considerable ability to analyze information and to direct Transportation operations.

Considerable ability to communicate clearly and effectively with individuals and groups.

Considerable ability to work under pressure and to deal with people who are angry or upset.

## **TRANSPORTATION DIRECTOR**

### **Minimum Qualifications:**

Bachelor's degree in business administration, management or a related field and five years of experience relevant to planning and providing student Transportation services. (Equivalent combinations of education and/or experience will be considered.)