



---

## DIRECTOR OF TRANSPORTATION SERVICES

### **BASIC FUNCTION**

Under administrative direction, lead the long term planning, strategy and policy development and decisions of the District's Student Transportation Department to provide safe, economical and timely daily transportation of students; direct the department's operations and staff and assume responsibility and accountability for the implementation of complex plans, schedules, and budgets for multiple projects to support student transportation activities and requirements.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Oversee the development of short and long range district planning, such as fleet maintenance, student safety and driver training, and departmental budgeting; ensure that plans for current and future transportation services meet district needs and are in compliance with and applicable laws, codes, rules and regulations. "E"
- Develop, propose, review and approve division activities, project scopes, budgets, schedules and projected outcomes; oversee and exercise proactive management over the coordination of division activities, collaboration and communication with appropriate internal and external partners, professional and technical experts and other community stakeholders according to district policies, related contracts and project requirements to explore multiple perspectives, differing viewpoints and project problems' resolution. "E"
- Ensure compliance with vehicle and driver regulations including business and state certifications, tests and inspections as well as certification of consultants and contractor payment requests; Oversee compliance with district contracting policies and procedures for all transportation services, enforcement of contract provisions and the compilation of service records and other data for the preparation of motor vehicle specifications and for improved efficiency of the service. "E"
- Facilitate the department management team's development; implement staff training in areas such as, evaluation and reporting, procedures to improve efficiency and reduce costs, teamwork and team management, and district maintenance and management systems. "E"
- Prepare a variety of presentations and provide technical expertise and reports to district management, the Chief Operations Officer, Board of Education, district employees, parent groups and other stakeholders regarding district transportation operations, status and activities, such as bus routes, schedules, safety, fleet development and maintenance and economy of operations; attend School Board meetings and makes presentations to the Board regarding issues and concerns; Serve on District committees, attend staff meetings, and represent the District in meetings, hearings, workshops, conferences and professional activities as assigned. "E"
- Continuously survey the existing transportation program for safety, service costs and areas in need of improvement and provide ongoing analysis of standard operating procedures, business processes and key performance indicators, to ensure efficient and economical delivery of service; oversee the development or change of policies, methods, and procedures relating to transportation and vehicle maintenance. "E"
- Meet with school administrators, contractors, public carrier officials and the public regarding school transportation policies and problems, to determine transportation needs, coordinate activities and resolve issues, concerns and questions regarding transportation services, student behavioral problems and special accommodations for students; respond to situations involving safety and legal matters and receive and respond to inquiries and investigations; follow up on escalated, student and driver concerns, behaviors and other issues identified by district leadership, community members, district constituents, parents, students and other stakeholders. "E"
- Review and approve decisions such as route or schedule changes, additions, changes or maintenance of fleet, operation and storage of district vehicles or the selection of options to transport students, including standard

school bus, Special Education bus, cabs or Tri-Met; approve vendors and contracting services regarding such things as purchase of equipment, parts or supplies, usefulness and compatibility of equipment, availability and authorize requisitions for and maintain an inventory control system for such items as parts, supplies and fuel. “E”

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend, implement and communicate improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Director of Student Transportation provides leadership, direction, consultation and technical expertise to the activities, operations and staff of the transportation department. Employees in this classification exercise administrative leadership and management over staff and services involved the development, planning, implementation, administration and monitoring of a comprehensive transportation program in the areas of student transportation, vehicle operations, maintenance and repair, and oversight of employees and contractors while on duty for the district. Employees focus on and proactively develop and deploy systems and structures related transportation planning to address District’s long-range planning, anticipated population changes, and fleet maintenance or enhancement, to meet student and operational needs.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Principles and practice relating to the management, administration, safety and organization of transportation services for K-12 public schools.

Project management principles, processes, systems and techniques.

Public agency budgeting, contracts and bidding requirements.

Techniques and principles of high-quality customer service.

Project management, word processing and financial tracking systems software.

Principles and practices of effective leadership, management and supervision.

Effective written and verbal communications techniques.

District organization, operations, policies and objectives.

Principles and techniques of route scheduling for a large student transportation and dispatching operations.

Laws and regulations relating to student transportation, maintenance of district vehicles and related vehicular equipment including Federal Department of Transportation, Oregon Motor Vehicle, and State Department of Education laws.

School District policies applicable to the operation of vehicles and student transportation.

General safety regulations and techniques.

Motor vehicle specifications, types and uses.

District boundaries and the general geography of the greater Portland area.

Emergency road service procedures.

Routing and dispatching techniques related to pupil transportation.

Technologies and computer applications related to student transportation.

### **Ability to:**

Participate in the planning, assignment, direction and evaluation of the work of others in a large transportation operation.

Manage short and long range plans and implement cost-effective transportation and fleet maintenance programs.

Prepare, administer and monitor budgets; anticipate future budgetary needs.

Communicate effectively both orally and in writing.

Analyze, interpret, explain and apply complex rules, regulations, policies, procedures, laws and ordinances.

Exercise sound, independent judgment and initiative within established guidelines.

Establish and maintain effective working relationships with a diverse workforce and community.

Compile and analyze data and report in user-friendly formats; prepare and present data in written and oral reports.

Deliver a high-level of customer service to district stakeholders.  
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.  
Analyze processes and problems, identify opportunities for improvement and follow through on changes.  
Use a variety of technologies and software.  
Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.  
Review and negotiate agreements and contracts.  
Conduct research studies relating to transportation services.  
Plan the effective and efficient development of bus routes.  
Review routes and schedules to accommodate changes.  
Assess transportation needs and develop viable plans and alternatives.  
Read and interpret maps.  
Investigate issues of concern regarding transportation staff and activities.  
Represent the district in a variety of public settings.

**Education and Training:**

A Bachelor's degree in transportation management, school business operations, business administration, public administration or a related field is required. Membership in a state or national level pupil transportation organization such as the Oregon Pupil Transportation Association is preferred

**Experience:**

Seven (7) years of experience in school transportation and dispatching operations, including special transportation areas such as home-to-school, special education, extra-curricular activities and related operations, with at least three (3) years in a supervisory or management role is required.

A Master's degree in any of the identified fields will substitute for two (2) years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

**Special Requirements:**

Positions in this classification require the use of a personal automobile and possession of a valid Class C Oregon driver's license and current School Bus Driver Certification.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Office environment; occasional driving a vehicle to conduct work; occasional evening, weekend, and variable hours.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; Bending, crouching, stooping and walking to inspect vehicles and conduct training on vehicle safety. Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Seeing to read a variety of materials and inspect vehicles; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 10 pounds.

---

FLSA:  
Bargaining Unit: Non-Represented  
Salary Grade: 45

Approval Date: 6-1-2018

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
Board of Education Policy 1.80.020-P