



Transportation Services Operations Manager

BASIC FUNCTION

Under general direction, manage bus routes, supervise bus drivers, including hiring, mentoring and performance management. Budget management, collaborative and problem solving skills to ensure smooth transportation of PPS students.

REPRESENTATIVE DUTIES

1. Responsible for approximately 100 bus drivers including daily supervision, approving pay time, discipline up to and including termination hearing and annual performance appraisal.
2. Responsible for Field Supervisor(s), radio operation for entire fleet and dispatch office for PPS Operations. Time and pay approval for approximately \$2,000,000 in payroll.
3. Assist staff in resolving problems related to personnel management.
4. Maintains records as required. Makes reports as required by law and Board Policy.
5. Responsible for seeing that Radio and Field supervisors are used in the most effective way to keep the system running on time.
6. Work with 3rd party vendors to coordinate fixing schedule/time problems.
7. Responsible for radio operations including developing and reviewing procedures. See that procedures are adjusted to take advantage of new technology as it comes on line. See that Radio conveys a positive and professional attitude.
8. Responsible for tracking PPS driver status, reporting the number of drivers and projecting driver needs for both bus and Type 10.
9. Look ahead to route changes and make sure Radio is working from the correct route sheets.

10. Interact with school staff and Portland Department of Transportation to resolve traffic, loading, and parking issues at schools. Communicate verbally and in writing with stakeholders and parents to ensure safe and effective transportation services.
11. Work closely with routing staff to resolve PPS bus stop issues.
12. Works closely with drivers and Field Supervisors to resolve PPS student management issues.
13. Investigates complaints and concerns regarding bus drivers and operational issues. Works with 3rd party contractors to ensure issues and complaints are resolved.
14. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Responsible for ensuring that all routes operated by PPS and First Student are covered on a daily basis. Ensure a professional and mutually respectful relationship with PPS Transportation staff, school staff, the general public, and vendors who provide contracted transportation services to PPS.

EMPLOYMENT STANDARDS

Knowledge of:

Sound management methods and practices
Union negotiations
Student transportation practices, rules and laws, desired
Budgeting
Strategic Planning

Ability to:

Prepare statistical/analytical reports in a clear written form and to interpret and analyze written material
Supervise others
Manage an area of responsibility
Work collaboratively with others

Education, Training and Experience:

Bachelors degree/2 years direct experience, or Masters Degree/ 1 year direct experience.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered

Special Requirements:

Must hold, or be willing to obtain valid school bus drivers certificate in the near future

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: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

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; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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