



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.

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.

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 proce

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.

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.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

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.

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