



REVISED: Submitted:
07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR STUDENT TRANSPORTATION AND FLEET MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8501
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the Student Transportation Services Department. Responsible for administering the District's student transportation plan and safely transporting all students qualifying for school bus transportation. Responsible for school bus and fleet vehicle inventory and maintenance. Responsible for facilitating transportation efforts and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers, coordinates and supervises all aspects of transportation services, including maintenance of all Board owned vehicles

Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

Collaborates with the Chief Operations Officer to assess the District's transportation needs; executes the District's long range transportation services plan; establishes department specific and relevant goals to improve service; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness

Collaborates with Executive Director of Geographic Information Systems and Performance Optimization to advise and support throughout the routing development and implementation process

Supervises and provides leadership, direction, and oversight of Transportation administrative staff at central office and bus compounds, ensuring professionalism and commitment to customer service

Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs

Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

Oversees and coordinates all contracted transportation services

Oversees the recruitment, hiring, on-boarding, training, retention and professional growth of all Transportation employees

Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations

Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives

Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District

Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions

Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years of successful work experience in transportation, supply chain, or logistics

Previous experience as administrator in urban student transportation program or proven experience managing a large organization/enterprise

Successful supervisory experiences in a transportation operation

Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced educational degree

Degree in transportation

Process improvement background and training

Knowledge of school system policies and procedures

Experience in a diverse workplace
