



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Job Title: Route Operations Manager

Reports to: Director, Transportation
Department: Transportation
Number of Days: 12 Months
Compensation: BL 4
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Individual is responsible for supervising the day to day operations of the Route Operations Support Operations for Transportation and working closely with Support Operations Department to see that adequate support is being given to both of their departments. This includes the daily operation of Terminal Managers, Bus Drivers, Student Management and the liaison duties between Transportation and Schools.

Qualifications/Job Requirements:

Education:

- 2 years of college or equivalent experience.
- High school diploma

Experience:

- CDL, Class B, Endorsements P and S

Specific Training/Skills:

- Leadership training and proven leadership ability.
- Ability to analyze, modify and offer suggestions to improve current systems and methods of operation.

Physical Requirements (If Applicable):

- Lifting 50 pounds

Scope of Authority (If Applicable):

- Work closely with route Support Operation Manager manage to see that adequate support is being given to both of their departments and has direct supervision of up to 4 supervisors and 25 employees.

Customer Contacts (Internal and External):

- Internal:
 - Route Operations and Fleet Operations.
 - All District Departments (Schools and ESC)
- External:
 - Public
 - Parents
 - Students
 - Jack Arnold
 - Outside Field Trip Customers
 - Grounds Personnel
 - Warehouse Personnel

Duties and Responsibilities:

Report Management and Generation:

Responsible for monitoring and generating all reports both internally and externally for the department.

- State mileage report
- Yearly State Examiner information statistics

- Yearly student count report for the state
- Overtime projection
- Accident Review information
- Daily operational information
- Emergency Evacuation report for state
- Driver record checks (semi-annually)

Terminal / Driver Management:

Responsible for producing and ensuring the accuracy of all the stops for the district and monitoring all student discipline matters and student information.

- Develop routes for both Regular and Special Education
- Ensure proper distribution of routes
- Meeting with all school official
- Work with Special Services on all Special Education routes
- Monitor and coordinate student conduct reports with all school sites
- Transportation Safety Program
- Accident Investigation
- Bus Inspections
- Emergency Drills

Management of Administrative duties for department:

- Initiate and monitor hiring process
- Maintain departmental personnel information
 - Monitor and track all disciplinary actions
 - Track all departmental grievances
 - Annual employee evaluations
 - DOT Physicals
 - State School Bus Certificates
 - Annual check of drivers Commercial Drivers License (CDL)
- Over see random drug testing
- Time and Attendance (Kronos payroll information)
- Departmental data entry requirements
- Weekly Reports for the Director
- Chairman of the Accident Review Board