

INTRODUCTION

Guilford County Schools is the third-largest district in North Carolina, serving nearly 72,000 students across 126 schools in urban, suburban and rural areas. Because we are a larger district, we are able to offer opportunities that smaller districts, charter and private schools just can't. We have 45 magnet and choice schools with 54 programs, from Science, Technology, Engineering and Math (STEM) to performing or visual arts, advanced academics, Spanish immersion, Montessori, health sciences or aviation.

Our core values of diversity, empathy, equity, innovation and integrity are the driving forces behind all that we do to serve students, employees and our community. Join an award-winning district with students and staff who make a difference in the lives of others – every day! As a member of the District's leadership team, you will be fully engaged in helping us chart the course to success for every student in our district. We are currently searching for an Executive Director of Transportation to join our team. Learn more about the position, application process and the District below!

EXECUTIVE DIRECTOR OF TRANSPORTATION

The Executive Director of Transportation is responsible for district-wide strategic leadership of student transportation and fleet services provided by the district; Manages an efficient and effective vehicle maintenance program providing mechanical and refueling support to a fleet of over 1000 vehicles. The Executive Director will provide leadership in developing and implementing best practices managing daily transportation operations, including fleet maintenance management, school bus routes, school bus and contract vehicle safety, school and activity bus driver training; Oversees the management of the LEA data bank utilized by the NC Department of Public Instruction (NCDPI) to compute the maximum funding allowed under the NC State Legislature mandated Transportation Efficiency Funding Formula; Resolves complaints from employees, school principals, parents and the public at large; Coordinates the GCS random drug-testing program for all category A employees. The person holding this position must also ensure appropriate resources are available to deliver safe, reliable, effective and efficient services; develop appropriate budgets, manage complex logistics, ensure compliance with federal, state law and board of education policies will be required.

Please click [here](#) to submit an application and review specific details of the position. Please read below for an overview of the responsibilities and duties.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responsible to formulate and issue the guidance and criteria to the 850 department employees so that 782 vehicles, which transport 73,000 student passengers daily, are maintained and operated in a safe manner.

Maintain a dynamic and effective safety mindset amongst department employees, school and central staff and students.

Responsible to plan school bus support for all programs including in-district schools, magnet schools, option and choice schools, middle college high school and early college programs.

Responsible to provide school bus support to the qualifying homeless under the McKinney Vento Act.

Responsible to plan for mid-day transportation between high schools and other educational programs.

Acts as the Board of Education's designee to approve school bus travel on and extends State of North Carolina tort liability coverage to those yellow school buses traveling on non-state maintained and privately-owned roads.

Acts as the Superintendent's designee to make day-to-day decisions relative to the provision of school bus, contract and activity bus transportation; while preparing, publishing and implementing school bus and contract vehicle routes; when investigating school vehicle related accidents; while ensuring proper school vehicle driver pre- and post-trip safety inspections; and when responding to public comments, suggestions and complaints regarding any aspect of school system provided transportation.

Develops and implements initial and refresher safety training programs for department employees which focus on and incorporate OSHA requirements; exceptional children needs as directed by federal, state and local regulations while being transported on system vehicles; safe and defensive driver training techniques for all school bus and school system activity bus drivers; and any other special safety training tailored to meet the needs of department employees such as HAZMAT or HAZCOM. Other training includes student social emotional care and diversity training.

Coordinates with principals, bus supervisors and the school system resources coordinator to achieve safe loading and unloading zones for school buses and safe vehicular and pedestrian traffic movement while on school campuses.

Coordinates with the school system facilities and planning department in the development of new schools to locate safe and efficient school bus loading/unloading zones.

Acts as the Executive Director, Human Resources project officer to establish and maintain the program for pre-employment, post-accident and random drug and alcohol screening for all GCS category A employees.

Assists principals in securing training materials and providing school bus safety instruction for students. Sponsors “Gus the Bus” and “Buster” the talking school buses safety program for grades K-1.

Orchestrates the accurate collection and submission of data to NCDPI to ensure maximum state funding is received each year. Requires a thorough, detailed working knowledge of the NC General Assembly directed Transportation Efficiency Funding Formula.

Allocates and approves the consumption of state and local funds allocated to provide school bus transportation and related services.

Annually, reports LEA fund expenditure information, student rider information, contract transportation rider information, driver hour and mileage information and other pertinent data from the Transportation Information Management System to NCDPI Transportation Section Chief.

In accordance with state and local regulations, plans and administers an efficient vehicle maintenance program which ensures school buses, activity buses and other system-owned vehicles are mechanically safe and sound to operate.

Coordinates the employment, supervision, training, counseling of and establishes evaluation standards for all Transportation Department personnel.

Establish and pursue a staff development program designed to maintain mechanic currency, foster employee professional growth and instill a bus driver safety paradigm.

Establishes and implements procedures for safeguarding transportation equipment.

Manages the school bus acquisition program balancing seat requirements and type of vehicle to student population distribution.

Manages all aspects of the activity bus program to include acquisition, allocation, utilization, reimbursement for use and a scheduled maintenance repair schedule.

Establishes/reviews and implements best practice procedures to procure, account for, control, safeguard and dispense an inventory of over \$850,000 in spare parts, tires, and fuel.

Responsible for the department compliance with Occupational Safety and Health Act (OSHA) regulations.

Responsible to maintain records and reports for workers compensation and injuries. Ensure employees have access to answers to their questions regarding insurance, retirement and other benefits.

