2024 - 2025 OPERATIONS MANAGER (TRANSPORTATION)

Position Type: DISTRICT LEADERSHIP/ MANAGER

Date Posted: 5/15/2024

Location: Operations: Transportation

Position Summary:
The Operations Manager (Transportation) will ensure that all support functions of the Transportation department are properly managed. Handles all bus operations and the management of personnel. Ensures the implementation and maintenance of bus services are conducted within the District's mission and vision statement.

Essential Duties:
• Manages all bus and dispatch operations.
• Ensures compliance with IDEA (Individuals with Disabilities Act) and students.
• Creates and manages reports, track metrics and targets.
• Manages the routing and planning team.
• Schedules mass meetings for bus operators.
• Manages the recruiting and hiring processing.
• Manages the dispersion of extra work.
• Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
• Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
• Performs other duties as assigned by an appropriate administrator or their representative

Knowledge, Skills, & Abilities:
• Must be able to manage a volume K-12 pupil transportation operation.
• Knowledgeable in the laws and practices governing the safe transportation of students.
• Excellent writing skills, with experience drafting procedures, creating electronic reports and business process management.
• Assess accidents and incidents.
• Strong customer service skills, strong team building skills and strong communication skills (oral & written).
• Skilled in data entry, Microsoft Word, Excel, PowerPoint, Microsoft Access, with knowledge of Kronos, Lawson, Searchsoft, Bonfire, Edulog, Zonar, and other Transportation applications.
• Strong problem solving and decision making skills.
• Must be skilled in the evaluation of personnel and in the accomplishment of goals and objectives.
• Ability to work independently, show flexibility, possess analytical skills be attentive to details,
listen, support teamwork, possess organizational and leadership skills, excellent math aptitude.
• Must be able to read and interpret complex materials.
• Must demonstrate the ability to manage priorities and workloads.

Minimum Requirements:
EDUCATION:
• Bachelor’s degree required in Business, Administration, Management or related field.
• Master’s degree preferred

CERTIFICATION/LICENSE:
• N/A

WORK EXPERIENCE:
• 3 years of experience in an operational capacity related to any facet of transportation, trucking, aviation, or military.

Salary Grade: 133
Salary Range: FY'24 APS Salary Schedule (All Positions)
Work Year: Annual

Physical Abilities and Working Conditions
The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.
Hearing: Ability to tolerate exposure to noisy conditions.
Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head. Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.
Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.
Remote Work Requirements:
Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed
between various in-person working environments.

_The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties._

_This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary._

FMLA regulations require all employers to post the [updated FMLA notice](#).

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