

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I - TRANSPORTATION SUPPORT SERVICES SPECIALIST/BUSINESS MANAGER

TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and technical work in the Transportation Department. Schedules safe and efficient school bus transportation for students enrolled in SCALE, Twilight, The Middle College at NC A&T and The Middle College at Bennett. Maintains the database and is the Transportation Department liaison for students entitled to transportation under the McKinney-Vento Act, students enrolled in GCS Home Field Advantage and in other special programs. Administers the contract for transportation services ensuring carrier is compliant with specifications. Oversees the scheduling and billing of activity buses based at the school bus garage; prepares bus driver routes; receives and reviews applications for contact carriers' drivers and safety assistants. Supervises school bus driver and transportation safety assistant time card data entry. Manages motor coach transportation program. Compiles data and prepares invoices to schools and departments for yellow bus use; reviews and prepares payment for contract transportation; prepares local and state reports as required. Performs fiscal and analytical work to assist in the preparation of the Transportation Department's budget. Examines departmental budget requests and expenditures to determine availability of funds and makes recommendations to the Director of Transportation regarding budget changes and amendments. Develops and reviews financial documents pertaining to budgets to ensure accuracy in recording and reporting. Due to sensitive nature of information, employee must exercise independent judgment and initiative in the performance of assigned duties. Employee reports to the Assistant Director of Transportation for Route Operations and Support Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Uses Transportation Information Management System (TIMS) to create morning and afternoon bus stop assignments for students which ensure safety, efficiency, and compliance with state law and local board policy. Schedules school buses to transport students to, from and between schools.

Prepares school bus route information for dissemination to the schools, bus drivers and parents/guardians. Generates plotted maps of bus runs; assists in obtaining information needed to compile state and local transportation reports.

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Enforces local board policy, state laws and regulations which govern/pertain to school bus drivers, transportation safety assistants and school bus operations.

Receives, reviews, and responds to concerns regarding bus drivers, transportation safety assistants, bus routing, scheduling and operations.

Monitors school bus drivers and the timeliness of their operations. Notifies schools of anticipated late buses.

Maintains good communication with drivers, transportation and school officials and the general public. Communicates clearly and concisely, both orally and in writing.

Department contract transportation liaison to ensure the contract carrier is complying with all contract specifications. Special emphasis must be placed on contractor compliance with federal and state drug/alcohol testing criteria, student pick-up/drop-off time requirements and reporting.

Coordinates periodic meetings with contract carrier and GCS transportation staff to review and evaluate contractor performance, agree on corrective action for any deficiencies identified and resolve mutual problems.

Receives completed employment applications from prospective contract carrier driver and safety assistant applicants. Reviews references, history of residence, criminal and traffic records, health examination certificates, and drug test results. Recommends approval/disapproval action for each candidate to the Director of Transportation. If applicable, coordinates with Program Administrator for Training and Recruiting to schedule attendance at the NCDMV school bus driver class.

Receives billing documents from contract transportation carriers. Validates the contractor invoice and prepares payment authorization documents and billing summary.

Compiles data for Contract Transportation Report (TD-24) for submission to DPI.

Assists in developing the criteria and specifications for Request for Proposals for contract transportation services. Upon receipt, assists in evaluating responses and recommending award for contract transportation.

Monitors department's expenditures, ensuring compliance with established policies and procedures, and adherence to budget limitations; reviews budget codes for availability of funds for requested purchases, and makes recommendations for interdepartmental fund transfers and budget amendments, preparing reports as requested.

Responsible for ensuring department maintains all documentation/financial records that relate to budgetary expenditures.

Utilizes various computerized software applications to prepare financial reports as requested or required.

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Assists with annual budget preparation.

Responds on-scene, as needed, to vehicle accidents/incidents and other emergencies. Completes accident report (TD-25) or student incident reports as required.

Maintains availability to respond to emergencies any time buses are operating.

Receives and reviews requests from parents who seek reimbursement from the LEA to transport their child. Coordinates decision with supervisor. Receives parent reimbursement requests; verifies mileage and student attendance and recommends payment when appropriate.

Supervises Transportation Data Entry Technicians.

Oversees the scheduling and billing of activity buses equipped with a wheelchair lift during the school year.

Documents employee achievements and problems in accordance with GCS Human Resources procedures.

Manages the payroll data entry system for school and activity bus drivers and transportation safety assistants.

Maintains the files for approved motor coach carriers who have been authorized by the Director of Transportation to contract for LEA school activity trips. Is the day-to-day point of contact for principals or their representatives to provide advice and assistance on contract matters and the most current information on approved motor coach carriers (vehicles/drivers/carrier ratings) who can be contracted with for transportation for school activity trips. Responsible for ensuring current information is posted on the GCS web site.

Calculates charges, coordinates and submits billing for yellow school bus trips used for instructional field trip purposes during the regular school year when activity buses are not available or, when available activity buses do not possess the necessary equipment to serve special needs students scheduled for the field trip.

Receives data and prepares invoices for yellow buses which transport students enrolled in instructional programs home after the regular school day. Maintains database of approved after school instructional programs and ensures zone transportation supervisors submit required billing documentation.

Assists with collection, preparation and submission of local and state reports as requested including LEA reimbursement to the state for use of yellow buses for instructional activity trips.

Attends meetings and staff development training sessions.

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ADDITIONAL JOB FUNCTIONS

Maintains accountability for transportation budget line items.

Serves as Procurement Card administrator for transportation department.

Assists in assessing road and weather conditions and makes a recommendation for school closings/delays/early dismissal.

Communicates early dismissal/delayed arrival due to inclement weather or other circumstances as necessary.

Maintains records and office files. Operates other office equipment as needed.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level courses in business administration, accounting, and/or computer applications. An Associate's degree is preferred; 3 to 5 years of experience in administrative work with supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A," Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including buses, computers, adding machines, telephones, facsimile machines, video cameras and radios. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports and records, requisitions, purchase orders, invoices, engineering schematics, topographical maps, requisitions, criminal records, budgets, etc. Requires the ability to prepare reports, records, forms, charts, statistics, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to collect data, establish facts and solve problems; interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Ability to deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, a variety of technical or professional languages including engineering, mechanical, accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, descriptive statistics, statistical inference, statistical theory and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using computers, audio-video and other office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computers, audio-video equipment and other office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of effective supervisory practices relating to motivation, delegation and communication.

Thorough knowledge of federal, state and local laws, regulations, and guidelines regarding transportation of exceptional children and others enrolled in special programs.

Thorough knowledge of federal, state and local laws, regulations and guidelines regarding bus routes, bus stops and school/activity bus drivers and transportation safety assistants.

Ability to train drivers in effective and safe driving practices.

Thorough knowledge of traffic laws, regulations and hazards and related safety precautions.

General knowledge of federal, state and local laws and regulations and effective practices relating to hiring and disciplining employees.

Considerable knowledge of state, local and school system fiscal regulations, policies and procedures.

Considerable knowledge of established policies and procedures regarding budget expenditures.

Considerable knowledge of the principles of organization, supervision, and administration.

Working knowledge of school class scheduling concept, school opening and dismissal times.

Considerable knowledge of bookkeeping and accounting principles and practices and budget developmental process.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

General knowledge of the use of computers for record-keeping and report generation.

Considerable knowledge of the principles and practices of transportation management and school system purchasing and budget procedures.

Ability to plan and supervise fleet operations.

Ability to establish and maintain accurate and organized records and compile reports.

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Ability to add student records, create bus stops, bus runs and bus routes in TIMS.

Ability to use common office machines, spreadsheet, word processing, database management and file maintenance software programs.

Ability to effectively express ideas orally and in writing.

Ability to evaluate methods and procedures used in areas of responsibility.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to perform arithmetical calculations.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of telecommunications terms.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.