



## **Job Description**

**Job Title:** Executive Director of Transportation

**Supervisor:** Chief Operations Officer

**Job Classification:** Exempt

**Pay Grade:** 53

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for directing the division's transportation department to ensure safe and efficient transportation services. Position directs the operation and maintenance of all school buses, vehicles, and transportation equipment. Position administers a transportation budget and develops safety standards.

### **Essential Duties**

1. Administers the division's transportation program ensuring safe and efficient services.
2. Develops, implements, and ensures consistent application of policies and procedures in the operation of transportation services.
3. Assumes responsibility for the supervision, evaluation, and clear communication of expectations to all transportation departmental staff.
4. Ensures the regular and preventative maintenance of all division-owned vehicles, school buses, and transportation equipment.
5. Directs scheduling and dispatching activities to ensure the most efficient use of buses and drivers.
6. Oversees a transportation safety program and ensures that safety standards are implemented.
7. Ensures that school bus accidents are properly investigated.
8. Ensures that the division's driver-training program complies with state regulations.
9. Acts as a liaison with school principals regarding student disciplinary problems occurring on school buses.
10. Prepares and administers the transportation budget and authorizes expenditures in accordance with budgetary limitations and division regulations.
11. Develops and maintains ongoing processes for collecting and analyzing data and makes appropriate recommendations based on such data.
12. Approves and supervises the preparation of the transportation payroll.
13. Assists the human resources department with interviewing and recommending qualified candidates for vacancies within the transportation department.
14. Works with the human resources department in the administration of a drug and alcohol-testing program for transportation departmental staff.
15. Evaluates the effectiveness of the transportation department to ensure that it is meeting the needs of the school division and works to improve transportation services.
16. Assesses and identifies transportation needs and provides recommendations to the regional director regarding future transportation, equipment, and personnel requirements.
17. Ensures that the department is in conformance with local, state, and federal laws and regulations.
18. Maintains a liaison with the City of Newport News traffic engineering and police departments in accomplishing transportation objectives.
19. Acts as a liaison with parents and the general public to resolve complaints and improve customer relations.
20. Advises the superintendent of road hazards, inclement weather, and unsafe conditions that may affect transportation services.
21. Directs the preparation of transportation reports as required by local, state, and federal mandates.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Chief Operations Officer or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Master's degree in business administration, public administration, education administration, management, or a related field and extensive progressively responsible experience in large-scale transportation management positions or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess supervisory and budget planning experience. Comprehensive knowledge of the principles and practices of large-scale transportation and automotive repair facility management preferred. Working knowledge of logistics and computerized routing systems preferred. Must possess the ability to plan, organize, and direct a comprehensive school transportation program. Must possess the ability to organize and manage a diverse staff of employees. Must possess the ability to establish cost effective operations. Must possess the ability to establish and maintain effective working relationships with school officials, administrators, staff, parents, and others. Must possess excellent human relations, organizational, communication, and supervisory skills.

**Working Conditions**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** Transportation Staff

**Supervision Received:** Chief Operations Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director of Transportation will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Operations Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 08/2025