

Eunice Public Schools Job Description

Position: Fleet Manager

Supervisor: Superintendent

General Job Description

Under direction of the Superintendent of the Eunice Public Schools or his designee, supervises and coordinates all aspects of Eunice Public Schools student transportation bus operations. Oversees the establishment and revision of bus routes; prompt resolution of student transportation problems; coordination of student transportation programs with principals, central office, parents, NMPED, outside agencies, and others; preparation of current and long range student transportation plans. Position is responsible for supervising the maintenance parts and repair operation of the school division's bus fleet and other vehicles so that the fleet will be kept in a state of operating excellence so that vehicles present no problems or interruptions to the educational program. Fleet operations and repairs shall meet and be in compliance with federal, state and local laws and regulations and policies.

Qualifications

1. Thorough knowledge of the scheduling, routing and safe operation of school buses or other fleet vehicles.
2. Knowledge of NMPED and state mandated safety requirements and procedures.
3. Ability to plan and maintain effective system-wide student transportation programs.
4. Ability to analyze student transportation problems and programs and to recommend or implement corrective actions designed to improve student transportation operations.
5. Ability to deal courteously and effectively with school officials, parents, EPS officials and others. Excellent oral and written communications and human relations skills.

Education, Training, and Experience Required

High school diploma or GED required. Bachelors degree preferred. Extensive progressively responsible experience, including considerable supervisory experience, in the scheduling, routing, and safe operation of a large fleet of school buses or similar fleet transportation system, or related field preferred. Other combinations of applicable

education, training and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position, may be considered

Certificate and License Requirements

1. Possession of or ability to obtain a valid New Mexico Commercial Drivers License (passenger, school bus and air brake endorsements) or equivalent.

Essential Duties

1. Supervises and coordinates all aspects of student transportation operations, including responsibility for day-to-day operation of school buses.
2. Performs the daily operations of the automotive maintenance in the repair of the district's automotive equipment.
3. Coordinates automotive maintenance services, and makes maintenance decisions concerning all motor vehicles in the division's fleet.
4. Identifies training requirements for the transportation drivers and prepares and conducts appropriate in-service training.
5. Develops and implements an efficient and effective system for state inspections, routine automotive and preventive maintenance services for all school buses and district vehicles in accordance with state guidelines.
6. Recommends; implements; and evaluates new automotive products and maintenance procedures.
7. Audits work orders and maintain both electronic and hard copy records on automotive maintenance and operation expenses in order to evaluate operating costs.
8. Oversees an inventory control system, maintains accountability for parts and equipment, and the requisitioning of parts and supplies, including waste management.
9. Assists the Director of Transportation in preparing specifications for the purchase of new and replacement equipment.
10. Monitors warranties to ensure that parts and equipment under warranty are serviced as required.
11. Prepares automotive maintenance reports as assigned.
12. Assists with preparing annual state report.
13. Counsel employees; develop/implement/monitor adherence to policies and procedures; answer telephonic and written correspondence; interview employee candidates;
14. Coordinate vehicle concerns and issues with the Superintendent
15. Research and develop specifications for vehicles, equipment, supplies and materials.
16. Plan/develop and execute a vehicle and equipment replacement schedule.
17. Determine the need and benefits of out-sourcing vehicle repairs or services.
18. Negotiate and establish repair cost or parts pricing with commercial vendors.
19. Maintain equipment records in accordance with federal, state and local laws, policy or regulation; inventory state inspection.
20. Review/process purchase requisitions for parts and supplies; review vendor bid responses for tools, equipment, parts and services; monitor expenditures.
21. Prepare bus routes for all schools in the district.

22. Prepare and update bus schedules for all schools in the district.
23. Recruit and supervises all transportation personnel, and make recommendations on employment, transfer, promotion and release.
24. Maintains all district-owned equipment and develops plans for preventive maintenance.
25. Submit transportation employee payroll time sheets on monthly basis.
26. Authorize purchases in accordance with budgetary limitations and district rules, after discussion with the Superintendent or his designee.
27. Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety.
28. Cooperate with school principals and others responsible for planning special school trips.
29. Take an active role in solving discipline problems occurring on school buses.
30. Act as a liaison with parents for complaints and special requests.
31. Conform to all state laws and regulations regarding school transportation.
32. Download and review bus video.
33. Complete and retain applicable transportation forms/reports.
34. Generate reports regarding vehicle maintenance costs, fuel costs, and other bus related reports.
35. Answer phone calls regarding routing, bus discipline and driver complaints.
36. Work with bus drivers to ensure route descriptions and bus rosters are up to date.
37. Handle bus driver misconduct and safety concerns.
38. Advises Superintendent and the Director on road hazards supporting his/her decision on school closing during inclement weather.
39. Attend appropriate committee and staff meetings.
40. Perform other duties consistent with the position assigned as may be requested by the Superintendent.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.