

PORTLAND PUBLIC SCHOOLS

Human Resources

10. Interact with school staff and Portland Department of Transportation to resolve traffic, loading, and parking issues at schools. Communicate verbally and in writing with stakeholders and parents to ensure safe and effective transportation services.
11. Work closely with routing staff to resolve PPS bus stop issues.
12. Works closely with drivers and Field Supervisors to resolve PPS student management issues.
13. Investigates complaints and concerns regarding bus drivers and operational issues. Works with 3rd party contractors to ensure issues and complaints are resolved.
14. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Responsible for ensuring that all routes operated by PPS and First Student are covered on a daily basis. Ensure a professional and mutually respectful relationship with PPS Transportation staff, school staff, the general public, and vendors who provide contracted transportation services to PPS.

EMPLOYMENT STANDARDS

Knowledge of:

Sound management methods and practices
Union negotiations
Student transportation practices, rules and laws, desired
Budgeting
Strategic Planning

Ability to:

Prepare statistical/analytical reports in a clear written form and to interpret and analyze written material
Supervise others
Manage an area of responsibility
Work collaboratively with others

Education, Training and Experience:

Bachelors degree/2 years direct experience, or Masters Degree/ 1 year direct experience.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered

Special Requirements:

Must hold, or be willing to obtain valid school bus drivers certificate in the near future
