

LABBB COLLABORATIVE
ASSISTANT MANAGER OF TRANSPORTATION
JOB DESCRIPTION

The Assistant Manager of Transportation will work collaboratively with and assist the Transportation Manager in the supervision of and management of the LABBB Transportation Network and LABBB Internal Transportation.

QUALIFICATIONS: Bachelor's Degree in Business Administration or relevant professional transportation experience, with at least 3 years preferably in a public school and/or private sector environment.

SKILLS AND ABILITIES: To perform this job successfully, an individual must be able to work collaboratively and respectfully with all staff members, member and non-member district transportation staff, outside vendors and other stakeholders. The individual must possess the ability to function effectively in a fast-paced environment, respond to emergency situations early in the morning and be available in the late afternoon, communicate clearly and concisely both in oral and written communications.

A successful individual will also have a working knowledge of the Registry of Motor Vehicle and 7D rules and regulations in the Commonwealth of Massachusetts or have the ability to become proficient. The individual must also be able to effectively use computer software, including all applications in Google Suite, Microsoft Word, Excel and PowerPoint, along with payroll and attendance platforms supported by LABBB Collaborative.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Internal/Out of District Transportation Route Operations
 - Assist in establishing, assigning and managing van routes for LABBB's internal van fleet;
 - Assist in implementing the LABBB Collaborative Handbook for Transportation Policies & Procedures and verifying compliance;
 - Assist in planning and scheduling in-service training for internal transportation van drivers and van monitors;
 - Assist in maintaining and archiving internal records to ensure compliance with all federal and state requirements;
 - Maintain all LABBB Transportation Network student and rider vendor route records to assist in verification of monthly vendor bills and preparation of district student invoices (and year end student circuit breaker data);

- Assist in van lease and van acquisition processes and preparation of bid documents;
- Collaborate in the review and update of van driver and van monitor job descriptions;
- As directed, communicate with Human Resources to post van driver and van monitor positions, interview candidates and make hiring recommendations;
- Manage and maintain substitute driver and substitute monitor pool;
- Assist in daily operational services, including processing new student transportation requests, navigating route modifications and cancellations, reporting incidents to appropriate personnel and offering solutions to real-time and chronic transportation and route problems;
- Serve as a liaison with school districts and parents for complaints, concerns and special requests;
- Manage transportation function in the absence of Transportation Manager;

2. Van Repair & Maintenance

- Coordinate state inspections, vehicle registrations, maintenance schedules and ad-hoc repairs via approved service contracts or leasing arrangements for internal van fleet;
- Maintain inventory of safety equipment, communication devices tablets, radios and vehicle supplies;
- Maintain driver certifications, training records and required compliance documentation;
- Coordinate van parking and re-fueling arrangements and procedures, along with periodic van washing;
- Coordinate regular, unscheduled van inspections by LABBB staff;

3. Other Responsibilities

- Provide administrative support to the Transportation Manager
- Support internal transportation payroll processing;
- Prepare summary utilization and budget information as requested by the Executive Director and/or the Chief Financial & Administrative Officer;
- Perform any other duties and assume other responsibilities as may be assigned by the Executive Director, Chief Financial & Administrative Officer and the Transportation Manager.

REPORTS TO: Transportation Manager

TERMS OF EMPLOYMENT/SALARY/WORK YEAR: This is an exempt, non-union, twelve (12) month position with a competitive benefits package and an annual salary up to \$75,000, commensurate with experience and qualification.