



## **TRANSPORTATION & SAFETY MANAGER POLICE ATHLETIC LEAGUE OF JACKSONVILLE, INC.**

### **JOB SUMMARY:**

The Transportation & Safety Manager at JaxPAL is responsible for overseeing transportation logistics, ensuring vehicle safety, supervising transportation personnel, and maintaining compliance with all relevant regulations. This role involves coordinating with bus drivers, monitoring safety protocols, conducting employee evaluations, and occasionally driving a route as needed. The Manager must demonstrate strong leadership, problem-solving skills, and a commitment to safety.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Respond to incidents, complaints, and accidents to resolve issues and recommend solutions.
- Assist in recruiting, selecting, and evaluating bus drivers and transportation personnel to meet staffing needs.
- Conduct safety training, in-service instruction, and maintain certifications as required.
- Direct transportation staff to maximize efficiency and meet scheduling requirements.
- Evaluate afterschool routes and schedules to ensure timely and effective transportation services.
- Maintain department records and files (e.g., maintenance schedules, reports) to support compliance and audit trails.
- Conduct spot inspections to ensure all drivers comply with JaxPAL vehicle policies.
- Supervise part-time bus drivers, monitor work hours, review payroll, and submit timesheets.
- Communicate and coordinate issues with the Director of Operations.
- Submit monthly reports to the Director of Operations.
- Report all emergencies immediately to the Director of Operations.
- Oversee vehicle maintenance, fueling, and cleanliness of all JaxPAL vehicles, including buses and vans.
- Report behavior incidents on transportation (written referrals) to the Director of Operations, Education, and Site Manager.
- Create and maintain a transportation budget, ensuring cost-effective operations and appropriate allocation of resources.

### **VEHICLE MAINTENANCE & INSPECTIONS**

- Maintain an electronic database for vehicle maintenance records.
- Conduct monthly vehicle spot inspections to ensure compliance.
- Work with Finance to review fuel usage, gas bills, and repair costs while identifying cost-saving opportunities.

### **QUALIFICATIONS AND EDUCATION:**

- Must have a valid Florida CDL (Class A or B) with Passenger (P) or School Bus (S) endorsement and a safe driving record.
- Must be able to drive a route if necessary.
- High School Diploma or GED.

- Current DOT physical card.
- Must meet federal/state/company driving standards (license verification, drug testing, and driver's test may be required).
- Clearance requirements for motor vehicle records must be met.
- Must be at least 21 years old.
- Ability to read and understand highway traffic signs and signals.
- CPR/First Aid certification required within the first 90 days of employment.
- Strong communication skills and ability to work effectively with staff and children.
- Must pass Level II criminal background screening and drug screening.
- Ability to be a role model for youth, demonstrate patience, and enforce JaxPAL's transportation guidelines.

**PHYSICAL DEMANDS:**

- Ability to lift up to 40 lbs.
- Full range of motion, including manual and finger dexterity, hand-eye coordination.
- Ability to sit for extended periods, bend, kneel, and stoop.
- Must meet the physical requirements necessary to safely perform job duties.

**DEPARTMENT:** Transportation

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** Full-time, 40 hours/week

- Monday–Friday, 8:00 AM–5:00 PM (1-hour lunch)
- Occasional weekends as needed

**REPORTS TO:** Director of Operations