****

**TRANSPORTATION MANAGER**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location:**  | Noblesville-MAIN | **FLSA Status:**  | **[x]  Exempt** **[ ]  Non-exempt** |
| **Reports to:**  | Director of Transportation | **Pay Grade:** | 6 |
| **Supervisory duties:**  |  **[x]  Yes [ ]  No** | **Call duties:**  | **[x]  Yes [ ]  No** |
| **Department:**  | 8250- HAMILTON COUNTY EXPRESS | **Contract:**  | **[ ]  Yes [x]  No** |
| **Job Code:** | MGMT12 | **Flex Schedule:**  | **[x]  Yes [ ]  No**  |
| **Approved by:**       | **Direct Reports:****Indirect Reports:**  | All Drivers, dispatchers and transportation support staff |

**Job Summary: Manage all HCE Transportation and Janus Transportation staff and monitor program processes and needs.**

This position is a safety-sensitive position requiring the safe operation of a motor vehicle in the provision of public transit services and the effective transportation of all passengers. Performance of these duties must be conducted in compliance with all applicable DOT, federal, state, local, and system regulations, including U.S. DOT drug and alcohol testing regulations.

**Supervisory/Management Responsibilities:** Carries out supervisory responsibilities in accordance with the company’s policies and applicable state/federal employment laws. Responsibilities include:

* Interviews and makes hiring decisions
* Creates and monitors a positive work environment for all employees that fosters respect for all people
* Develops, trains, orients and coaches employees
* Plans, sets goals and expectations, assigns, oversees and directs work
* Establishes and monitors appropriate quality, quantity and other work standards
* Conducts regular individual and team/staff meetings
* Appraises performance and provides timely daily performance feedback
* Provides appropriate recognition for performance and retaining employees
* Records appropriate disciplinary documentation
	+ makes recommendations for termination
	+ carries out terminations with Human Resources
	+ listens and solves employee complaints and concerns in a timely and effective manner.

**Essential Duties and Responsibilities:**

Follows all established organization and department policies, procedures, objectives and meets quality standards. Assists in maintaining a safe working environment throughout the organization by adhering to all safety management policies and procedures which reflect the mission and philosophy of Janus Developmental Services. Attends all mandatory meetings and trainings; and maintains all professional certifications and/or licenses if required for the job. Arrives for work on time, returns from breaks and lunch periods and maintains regular attendance for work that does not exceed the allowable standards for paid time off programs or other approved leave.

* Monitor vehicles and provide direction to individual drivers on vehicle cleanliness on a bi-weekly basis
* Maintain vehicle accident/incident reports and follow-up with insurance company
* Manage and disperse all monthly inventory of transportation supplies
* Schedule Quarterly Transportation Advisory Community Meetings
* Maintain quarterly reports for transportation grant vehicles
* Develop, schedule, and conduct relevant in-service training for transportation staff
* Direct activities and provide supervision to:
* Transportation Coordinator in the coordination of policies and practices in compliance with CARF, BQIS and INDOT standards;
* Hamilton County Express Drivers in the coordination of policies and practices in compliance with CARF, BQIS and INDOT standards
* Responsible for distributing and balancing transportation petty cash, as needed
* Responsible for instructing CPR and First Aid to direct care staff when needed
* Coordinate transportation for staff and/or consumers for luncheons, field trips, etc.
* Coordinate random drug testing with the assistance of the Human Resources Manager for DOT and Non-DOT drug and alcohol testing
* Responsible for interviewing and selecting applicants for vacant positions in department according to Pre-Employment Procedures checklist (ADM 151)
* Assist in the preparation of program budget for submission to the Vice President of Development and Transportation
* Maintain budget goals within budget parameters as applied to the department

**Administrative Duties**

* Report and complete appropriate forms on all accommodations, accidents, incidents, injuries, seizures, and behaviors as required.
* Comply with all agency policies and procedures, DOT/INDOT standards, CARF Accreditation standards, and BQIS compliance indicators.
* Document all received training on appropriate form.

**If Driving a Bus**

* Operates a motor vehicle in the provision of public transit services in compliance with all applicable DOT, federal, state, local, and system regulations and policies and ensures the safe and timely transportation of all passengers.
* Assists passengers as needed in the boarding and disembarking of the vehicle in order to ensure the safety of all passengers, including assistance during vehicle evacuation, as necessary.
* Boards and disembarks passengers, including those using wheeled devices with three or more wheels or other mobility devices, requiring the use of lift equipment and securement systems according to the system’s policies and procedures in order to ensure the safety of all passengers.
* Completes daily paperwork using pen or pencil, as required, to ensure accurate reporting and records.
* Completes daily pre-trip inspection using the required inspection checklist to ensure the proper and safe functioning of the vehicle.
* Regularly inventories vehicle equipment and supplies; reports restocking needs in accordance with the system’s established procedure in order to maintain a safe, functional vehicle.
* Fuels the vehicle; ensures that all vehicle systems are properly shut down; visually inspects the interior for any items left by passengers; locks the vehicle to maintain security. Regularly cleans interior of vehicle to maintain a sanitary environment for passengers and the safe operation of the vehicle. (Please check all that apply.)

□ Clean vehicle interior, including wheelchair brackets, using a vacuum or broom.

□ Mop and dry, as necessary, vehicle interior.

□ Clean windows using window cleaner.

□ Empty trash from inside the vehicle.

□ Disinfect vehicle arm rests, seats, handrails, dashboard, instrument panel, etc. using disinfectant cleaner.

□ Cleanup of blood and other bodily fluids, as needed, sanitizing with disinfectant cleaner.

**Non-Essential Duties:**

* Provide backup to Driver staff and drive routes when necessary.

**Qualification Requirements:** 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 qualified individuals with disabilities to perform the essential functions.

**Education and Experience:**

Bachelor’s degree from a four-year college or university; and three (3) or more years of related experience and/or training; or an equivalent combination of education and experience.

Four (4) years of Management Experience Preferred. 2 (2) years

Proven ability to manage a complex program and handle very fast paced work; Proven ability to multitask, monitor drivers and coordinate with riders on problems. Management Experience highly preferred.

**Certifications/Licenses:**

CDL (Commercial Driver’s License) or Public Passenger/Chauffer’s License Required. Public Random drug testing required.

**Language Requirements:**

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**Reasoning Requirements:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Math Requirements:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**Computer Requirements:**

Job requires intermediate use of MS Word, Outlook, Excel and time clock systems. Job requires some use of databases, internet software programs, and Paychoice/Sage software.

**Judgement and Independent Action Requirements:**

Job requires management of a fast paced department. The Transportation manager is responsible for all day to day functions in the Hamilton County Express (HCE) program.

**Physical Requirements:**

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; lift or move up to 25 lbs and Talk or hear. The employee is frequently required to stoop, kneel, crouch or crawl; climb stairs or steps and balance. The employee must occasionally stand and taste or smell.

This position has the following vision requirements: Close and distance vision; peripheral vision, depth perception, and ability to adjust focus.

**Note: These physical requirements are not meant to replace those specified by the Federal Motor Carrier Safety Administration Part 391.41 “Physical qualifications for drivers to obtain drivers license.” All FMCSA physical requirements must also be met. A copy of FMCSA Part 391.41 physical requirements is available upon request.**

**Interaction Requirements:**

*Internal:* Managers; Supervisor; coworkers and clients.

*External:* Members of the public; INDOT/DOT Officials.

**Work Environment and Other Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to: moving mechanical parts; vibration and outdoor weather conditions. While performing the duties of this job, the employee is occasionally exposed to: moderate noise levels and fumes, airborne particles or toxic or caustic chemicals.

**Job Pressures**: Work is very fast paced and requires a lot of coordinating between Dispatchers and Drivers for HCE. It also requires to be willing to drive a bus if needed in an emergency, and to be able to handle emergency situations that drivers need help with immediately.

**Description Summary:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to the job. Essential duties and responsibilities are intended to describe those functions that are fundamental to the performance of this job and non-essential duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

The job description does not state or imply that the above duties and responsibilities are the only ones assigned to this job. Employees holding this job will be required to perform any other job-related duties as requested by management.

“The physical demands described here are the 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 to perform the essential functions.”

\*With Employee’s signature below, the undersigned accepts the position description as the basis for defining the employee’s range of responsibilities and as the basis for performance evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE SIGNATURE DATE

**Date of Last Revision: 02/07/2020**