

2009 NC TIMS TYMPOSIUM



COMMUNICATING WITH YOUR SUPERINTENDENT AND SCHOOL BOARD

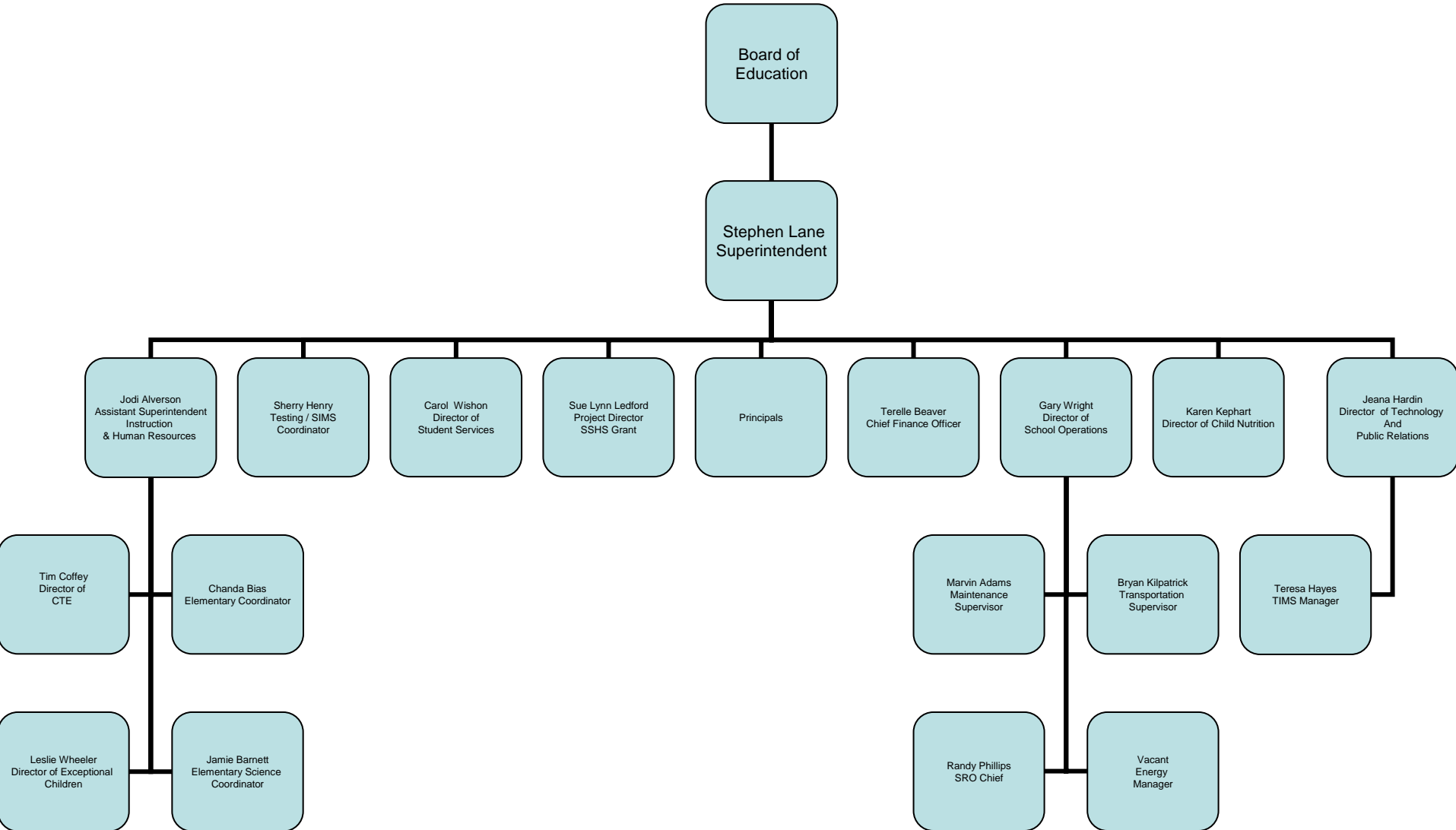


LINES OF COMMUNICATION

- What is your Organizational Structure?
- Who reports to whom?
- What is the importance of central office staff relationships?
- What is the purpose of having staff cognizance?
- What is your relationship with the principals and assistant principals in your district?

CENTRAL OFFICE ORGANIZATIONAL CHART

2008-2009



COMMUNICATION WITH YOUR SCHOOL BOARD

Duties of the Board

- Make Policy
- Approve Budgets, Plans, Amendments, Attendance Zones and Overnight Field Trips
- Preside over Hearings
- Make Decisions on Appeals
Personnel, Policy Matters, Bus Stops

COMMUNICATION WITH THE SUPERINTENDENT

- What do Superintendents and Transportation Directors/Supervisors have in common?

COMMUNICATION WITH THE SUPERINTENDENT

- One superintendent per district, one director/supervisor per district
- Both want what's best for the district
- Both depend on each other for support
- Both expect one another to be part of a team effort to achieve the district's mission
- Both have high expectations
- Both expect each other to know their job

KNOWING YOUR JOB

- Technical Competence
- Cost Efficient Operations
- Knowledge of TIMS
- Emergency Planning/Operations

KNOWING YOUR JOB

□ Technical Competence:

- Maintenance of Vehicles
- Completion of Required Reports
- Accurate Inventories
- Safe Bus Operations/Procedures
- Monthly Bus Inspections
- Licensing Requirements
- Annual Mechanical Inspection

KNOWING YOUR JOB

- Cost Efficient Operations:
 - Budget Rating
 - Time Sheets
 - Prevention of Overtime
 - Use of Comp Time
 - Effective use of parts and equipment
 - Bus Drivers

KNOWING YOUR JOB

- Knowledge of TIMS
 - TIMS Reports
 - Reconciliation of TIMS data w/
Operations
Data
 - Effective Routing
 - School Bus Pairing
 - Familiarity with Transportation Simulator

KNOWING YOUR JOB

- Emergency Planning/Operations
 - Inclement Weather Decisions
 - Emergency Movement of Students
 - Integration with County Emergency Management
 - Coordination with Central Office and Schools

TIPS ON COMMUNICATING WITH YOUR SUPERINTENDENT

- Knowing your job gives you the confidence and expertise to speak with authority as the subject matter expert
- Be honest and candid in your conversation
- Remember you are a member of a team speaking for those you represent
- Be ready and able to give options and input based on sound data
- Once a decision has been made by the team, possess the decision as if were your own

COMMUNICATING WITH YOUR SUPERINTENDENT

Discussion/Questions