

Caswell County Schools Position Description

POSITION TITLE: Director of Transportation

REPORTS TO: Superintendent

SALARY: State Salary Schedule; Dependent on experience

QUALIFICATIONS

Bachelor's degree in Administration or related degree, with a minimum of 5 years of experience in school transportation, preferred; Thorough knowledge of state transportation laws, public school laws, pupil transportation standards and guidelines, preventative maintenance board policy, and rules and regulations governing the issuance and cancellation of school bus certificates; Ability to communicate effectively in written and oral forms to staff, students, parents, and other school personnel; Must possess exemplary leadership skill and a commitment to continuous quality improvements; Must possess and maintain a current North Carolina commercial driver's license with proper endorsements and a current Bus Drivers Pocket Card; Must pass a DOT drug and alcohol testing; Must never have been convicted of a DWI Offense.

POSITION DESCRIPTION AND DUTIES

- Directly controls vehicle maintenance management, routing and scheduling, and daily personnel management of staff.
- Coordinates transportation so that it is consistent throughout the county. Develops and administers the budget for transportation department.
- Acts as contact person with the State Highway Department regarding road conditions.
- Evaluates road conditions and makes recommendations about opening and closing schools.
- Reviews and approves bus routes in collaboration with principals to insure that all students who are eligible for transportation are transported.
- Ensures that laws and regulations pertaining to school transportation are observed by appropriate employees.
- Investigates and reports accidents in which transportation equipment is involved.
- Assists in filing claims involving personal or property damages resulting from an accident involving any transportation department vehicle.
- Gives approval to bus drivers and issues bus operator's licenses.
- Holds meetings with principals and bus drivers, stressing safety, service to pupils, efficiency and economy.
- Supervises and has responsibility for keeping complete records on all phases of the school transportation program.
- Reviews all transportation reports of school principals and office support personnel before they are forwarded to the State Board of Education.
- Evaluates school driveways and parking areas for proper safety and maintenance for school buses and other vehicular traffic.
- Delegates responsibilities and plans, organizes and directs the work of transportation personnel.
- Assists in selecting, training, qualifying, certifying and removal of school bus drivers. In compliance with G.S. 20-218, determines that every driver is fit and competent to operate or drive a school bus over the public roads of the state.

- Attends and successfully completes all training activities as required to improve ability and knowledge in performance of work duties.
- Serves as team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organizational core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity.
- Performs other duties and accepts responsibilities as assigned.

PHYSICAL REQUIREMENTS: Must be able to physically perform the basic life operational functions of talking, hearing, etc. and the requirements of bodily functions to perform job.