

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Transportation

FLSA: Exempt

GENERAL SUMMARY

Under limited supervision plans and directs the District's Transportation Department. Administers the transportation budget, supervises and trains personnel, maintains safety standards, handles complaints and special requests. Reports to the Chief Student Services Officer

ESSENTIAL FUNCTIONS

Develops and administers a transportation program to meet all requirements of the daily instructional program, summer school program and extra-curricular activities within the district and to conform with all state laws and regulations regarding pupil transportation for regular and special needs students.

Performs personnel administrative functions for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/programs outcomes are achieved.

Supervises, recruits, trains and evaluates all transportation personnel and makes recommendations for their employment, transfer, promotion, and release.

Maintains all district owned pupil transportation vehicles and equipment and develops plans for preventive maintenance, use, and replacement of such vehicles and equipment.

Prepares and administers the transportation budget in accordance with district policies and procedures.

Monitors the preparation of the transportation staff payroll.

Maintains safety standards in conformance with state and insurance regulations and develops a safety program for drivers.

Directs the development of bus routes on an annual and as needed basis. Inspects routes and bus stops for appropriateness and safety as needed.

Attends all appropriate committee and staff meetings.

Completes and dispatches insurance reports for accidents and injuries involving school buses.

Serves in the Emergency Operations Center when established for inclement weather.

Meets with parents and handles complaints and special requests pertaining to transportation services and takes an active role in solving bus discipline problems.

Investigates transportation accidents and submits accident reports and all other reports required by state authorities.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Minimum of a Bachelor’s Degree with three to five years of experience in transportation/operations management, leadership, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Eligibility for a Commercial Driver’s License. Certification in Educational Administration is preferred.

Knowledge:

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job. Knowledge of the required records, maps, diagrams, specifications, charts, documents, and related information which must be prepared and maintained as a requirement of the job. Knowledge of the methods and procedures used in the administrative and operational duties of managing transportation services. Knowledge in the principles of management, supervision and staff training/development. Knowledge of fiscal and budgetary management.

Skills/Effort:

Ability to provide technical and administrative know-how to manage transportation programs and financial resources. Ability to develop and maintain effective working relationships with district staff. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain all required records, reports, and related information. Ability to operate general office equipment and field equipment/tools as needed. Skilled in handling parent, administrator, and community complaints, and in dealing with difficult situations.

Working Conditions:

Office and outdoors environment with moderate exposure to environmental/weather conditions. Physical demands are restricted to occasional work requiring the movement/lifting of items weighing up to fifty pounds. Routine local travel required; occasional overnight travel required. Requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for the designated budget.
Supervises designated staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____
Date: _____
Date: _____