

TITLE: TRANSPORTATION DIRECTOR

Definition: Manages district transportation responsibilities for bus activities and bus routes.

QUALIFICATIONS:

1. High school diploma; Associate's Degree preferred
2. Maintain current Safety Inspection Certificate
3. Three years experience as a mechanic
4. Strong written and oral communication skills required
5. Ability to establish and maintain cooperative relationships with students, parents, and staff
6. Demonstrated ability to maintain records

REPORTS TO: The Superintendent of Schools

JOB GOALS:

To assure the smooth and efficient operation of the district's transportation system in a way that promotes educational opportunities for students.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Timeliness in respect to deadlines
6. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Develops and administers transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Conforms with all state laws and regulations regarding school transportation.
3. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
4. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
5. Provides training and certification of bus drivers.
6. Provide routine and preventive maintenance and repairs to all school vehicles and make minor repairs on school equipment. Maintain a record of maintenance on each vehicle. Performs preventive maintenance such as: belts and hoses, tire pressures, water, transmission fluid, window washer reservoir, battery, oil level.
7. Assists with preparation and administration of the transportation budget in conjunction with the business manager.
8. Authorizes purchases in accordance with budgetary limitations and district rules.
9. Maintain and provide security for the repair work area and the bus garage.
10. After driving the routes, advises superintendent on road hazards for decision on school closing during inclement weather.
11. Cooperates with school principals and others responsible for planning special school trips.
12. Checks to make sure windows and doors of school vehicles in parking lot are closed and no keys are left in vehicles at the end of the work day.

13. Provide the prescribed records for the bus fleet and other maintenance, mileage, and product records for the other vehicles.
14. Prepare vehicles for route and activity trips both mechanically and hygienically.
15. Maintain the fuel and oil inventory.
16. Make required safety inspections.
17. Maintains an inventory of equipment belonging to the district.
18. Assists with transportation reports.
19. Takes an active role in solving discipline problems occurring on school buses.
20. Acts as liaison with parents for complaints and special requests.
21. Is present in the bus garage to assist drivers between 6:30 – 8:30 a.m. and 2:30 – 4:30 p.m.
22. Attend the state transportation conference.
23. Attends appropriate committee and staff meetings.
24. Will go to the aid of a school vehicle that has a breakdown at anytime when contacted, unless special circumstances intervene.
25. Post and monitor safety precautions.
26. Label the inventory in order to facilitate procurement and distribution.
27. Accomplish other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT

1. Twelve-month employee with vacations according to policy.
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: September 4, 1990
REVISED: February 6, 1996
STAFF HANDBOOK: August 2002