

POSITION DESCRIPTION

Position: Transportation Director

Purpose: To plan, manage, and direct the school district's transportation services keeping student safety as the primary objective. Coordinate and implement programs to facilitate effective communication with primary customers so that transportation needs are effectively met.

Primary Customers: **Internal:** Bus drivers, mechanics, principals, and Executive Director of Business Services.

External: Students, parents, Eden Prairie community, non-public schools, other school districts, Minnesota Department of Education.

Position Qualifications:

Education/Certification:

- Bachelor's degree required.

Experience:

- 3-5 years management and supervisory experience

Qualifications:

- Excellent written, oral and interpersonal communication skills.
- Knowledge and experience in managing a work team to achieve required and desirable outcomes.
- Experience in effective problem solving with teams and individuals.
- Knowledge of state and federal laws concerning bus driving, student safety and drug and alcohol regulations.
- Ability to develop and administer a budget.

*All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspire Each Student*

Essential Responsibilities:

1. Transportation Policy/Procedures and Administration. Develop, implement and administer transportation policies and regulations keeping student safety as the primary objective. Prepare and administer the transportation budget to ensure needs are met and costs controlled. Recommend the purchase of all equipment and capital outlay needs. Develop long range plans for equipment purchases and replacement for future needs.

RESULT: All district employees and transportation staff will be informed of and implement policies and regulations in a timely manner. The transportation department is operated at a high level of efficiency and within budget parameters.

2. Communication, collection, and distribution of information. Collect data to improve department processes. Maintain ongoing communication with all schools to solve discipline and bus schedule problems. Work with the Special Education Director & student support services to ensure the level of transportation and care needed for the student is provided. Work with all levels of learners to solve issues. Keep in contact

with the City of Eden Prairie regarding road conditions and construction. Work with state special education officials and the Minnesota Department of Children, Families and Learning.

RESULT: Communications within and to/from the transportation department are handled in an effective manner so that overall district education objectives are supported.

3. Manage and Direct Scheduling. Oversee and coordinate the school bus routing and driver scheduling process in a cost-effective manner keeping student safety as the primary objective. Provide necessary services to meet requirements of extra-curricular and instructional programs of the district. Work with student services to develop new and effective ways to transport special needs students.

RESULT: Safe and efficient transportation for all learners.

4. Employee Relations. Hire, supervise and evaluate staff members in an effective and respectful manner that leads to continuously improved work processes. Serve as a liaison among parents, school administration and drivers to provide an effective relationship between school and community. Provide a working climate that encourages effective teams, quality performance, and personal and professional growth opportunities. Maintain a good working relationship with union stewards.

RESULT: The transportation staff will perform as an effective quality team.

5. Discipline Program. Develop and improve a regulated discipline program which is consistent with district policies and practices. Work with the transportation coordinator to instruct and support drivers in proper discipline practices and reporting. Work with all school principals, drivers, students and parents to ensure the safe transportation of all students.

RESULT: Students have a safe and respectful bus ride.

6. Other duties: Direct and control operations of school buses in inclement weather. Advise superintendent or designee of existing weather conditions for possible school closing situations to assure student safety and welfare. Actively participate in district committees including those related to school attendance boundary areas.

RESULT: District administration is fully informed of transportation situations to assure the safest possible outcome.

7. Other duties as assigned.

Standard Measures of Accomplishment:

1. Students are transported safely.
2. The student, parent, and community needs for transportation information are met in an accurate, effective and timely manner.
3. The district staff, parents, students and transportation employees are informed of transportation policies, procedures and practices.
4. All transportation routes, special education needs and activity runs are provided in a safe and efficient manner.
5. All customers and employees are treated fairly and respectfully.
6. The transportation department is managed in an efficient and cost effective manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Created: 12/2002
Revised 4/23/2024

Terms of Employment:

Classification Number: AST Level I
Hours/Week: 40 hours/week
Days/Year: 260 days/year (12 months)

*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between the Administrative Supervisory and Technical Bargaining Group and the Eden Prairie School District.

Evaluation:

A continuous performance improvement process will be developed with the Executive Director of Business Services.