



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Transportation Director

JOB SUMMARY:

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

QUALIFICATIONS:

1. Education and experience necessary to successfully meet the expectations of the position, as determined by the Board
2. Hold a Class B Commercial Driver's License with passenger endorsement; Minimum safe driving experience as determined by the Board
3. Meet the physical examination standards required by federal and state law, administrative rules, and/or Board policy
4. Previous school transportation, driver, and supervisory experience preferred
5. Able to coordinate and conduct driver trainings
6. Skills in personnel management, route scheduling, gas and/or diesel vehicle repair, fleet maintenance, cost containment, and budgeting
7. Pass a pre-employment drug test and random drug tests while employed.
8. CPR and first aid certification
9. Knowledge of bus passenger safety and effective discipline procedures
10. Knowledge of federal and state law, administrative rules, and Board policy pertaining to transportation and bus safety regulations
11. Awareness of and commitment to proper bus maintenance and student safety equipment
12. Effective use of de-escalation skills when working with agitated parents, students, or staff
13. Excellent leadership, interpersonal, communication, and organizational skills
14. Maintain confidentiality of staff and students
15. Calm and composed under pressure and tight deadlines
16. Growth mindset
17. Adept at building capacity and empowering self-efficacy in others
18. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

REPORTS TO:

Chief Finance / Operations Officer and Superintendent

Initial & Date _____

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

Personnel Management

1. Be responsible for the safe and efficient operation of the school transportation program
2. Recruit, supervise, and evaluate all transportation personnel, and make recommendations regarding their employment, promotion and release
3. Administer required physical agility tests to school bus drivers and school bus aids
4. Arrange for substitute school bus drivers, and act in this capacity when no other substitutes are available
5. Act as a liaison with drivers and parents for complaints and special requests
6. Respond to transportation inquiries by the public and handle all complaints
7. Investigate complaints of inappropriate behavior by transportation staff while on duty and preserve evidence in order to have fair inquiries and prompt resolution of complaints
8. Develop and implement a program of pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
9. Develop and train bus drivers in a program that will investigate and report accidents involving school buses
10. Maintain a detailed log of transportation complaints, incidents, and problem situations to record the investigation and resolution of these problems and to identify recurrent patterns of problem situations

Bus Maintenance

1. Perform repairs to district vehicles and equipment to his or her capability
2. Maintain safety standards in conformance with federal and state law, administrative rules, and Board policy and develop a program of preventative safety
3. Schedule emergency evacuation drills cooperatively with building principals at all schools
4. Establish standards of bus cleanliness that are acceptable and achievable with the resources available
5. Inspect all school buses on a regular basis to determine that high standards of operability, cleanliness, safety, and security are maintained
6. Schedule district vehicles for regular maintenance and safety inspections, and in accordance with state guidelines
7. Avoid oil spills or other pollution, and maintain a clean work area
8. Organize work, equipment, and supplies to attain an efficient, safe, and healthy environment
9. Advise the superintendent on road hazards for decisions on school closing during inclement weather

Routes and Services

1. Prepare and update all bus routes and bus schedules
2. Determine bus stops and pickup times, and ensures compliance with bus capacity limitations
3. Meet the needs of the daily instructional program, field trips, and extracurricular activities

Initial & Date _____

4. Coordinate bus activity trips with principals, teachers, and the activities director
5. Inform the superintendent immediately when changes of routes occur and are required to be adopted by the Board of Trustees
6. Arrange for the transportation of pupils with disabilities as determined by the child study team
7. Evaluate methods for transporting students attending a special education or vocational school outside the district and nonpublic school students
8. Coordinate authorized transportation services for community groups in accordance with Board policy

Finances, Reports, and Records

1. Prepare and administer the transportation budget
2. Conduct an annual cost analysis of the transportation operation
3. Recommend the purchase of necessary equipment and supplies, and maintain an inventory of them
4. Prepare purchase orders according to district policy and purchase equipment, supplies, and mechanical needs within district budget limitations
5. Recommend the purchase of new vehicles, and assist in the preparation of bid specifications for them
6. Work with the business manager to formulate specifications for transportation contracts with private vendors as necessary
7. Develop recommendations for future personnel needs
8. Immediately report any theft or misappropriation of supplies to the clerk of the Board/business manager
9. Provide updates and timely notice to the clerk to the Board/business manager when existing funds, supplies, and equipment will be insufficient for the current fiscal year
10. Assist in collecting, maintaining, and submitting data and reports required by the federal and state law, administrative rules, and Board policy
11. Maintain an individual and permanent file on each Boardowned vehicle as required by federal and state law, administrative rules, and Board policy and make the files available for inspection upon request

Other Required Duties

1. Take an active role in solving discipline problems occurring on school buses
2. Administer a transportation program in accordance with federal and state law, administrative rules, and Board policy
3. Know and follow Board policy and the chain of command
4. Keep immediate supervisor informed of activities and problems
5. Assume responsibility for his or her continuing professional growth and development through attending meetings and trade exhibits
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

Initial & Date _____

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

LEGAL REFERENCE:

I.C. § 33-512 Governance of Schools

I.C. § 33-1210 Information on Past Job Performance

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____